



For Office Use: Application received: _____ by _____ LRC Program Applications: _____ Rec'd Email Sent _____ Entered in Tracker _____

Learning Resource Center

Student Employment Application

Applications will be accepted on a rolling basis.

Submit via email to lrc@umass.edu

Name: _____ Date: _____

Student #: _____ Preferred Email: _____ Preferred Phone: _____

Major: _____ Anticipated Graduation Year: _____

How were you referred to LRC? _____

Have you applied for a job with the LRC before? Yes No

For which program are you applying? Please select only one program.

- Supplemental Instruction (SI) Leader:*
 - SI Leaders plan and facilitate 2 weekly review sessions for students enrolled in a specific class, create worksheets to promote course review and address student questions and concerns. Ideal candidates will be self-motivated and empathetic, have strong communication skills, and excellent facilitation and classroom management skills.
 - SI Leaders work a minimum of 9 hours per week. This includes session facilitation time, session planning time, and class attendance time. SI Leaders are required to attend the class meetings for the course they lead.
- Tutor/ExSEL Leader:*
 - Tutor/ExSEL Leaders provide individual or small group tutoring to students, address student questions, provide assistance clarifying course content and other areas of challenge, and foster collaboration among peers. Ideal candidates will be empathetic, have a wide array of academic knowledge, have excellent facilitation skills, and be able to think on their feet.
 - Tutor/ExSEL Leaders work approximately 4-10 hours each week. This includes shift and facilitation time and workshop preparation time.

Supplemental Application Materials:

To have your application considered, the following additional documents must be submitted to the LRC:

- A PDF copy of your most current resume
- A PDF copy of your unofficial transcript
- A PDF copy of your Fall 2020 schedule
- A completed recommendation form (this can be submitted by your recommender separately from the application packet)

On the schedule below, please block out the areas for ALL the days and times that you are available to work at the LRC:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Time						
1:00pm						
2:00pm						
3:00pm						
4:00pm						
5:00pm						
6:00pm						
7:00pm						
8:00pm						
9:00pm						

How many hours would you be interested in working each week? *(LRC staff typically work between 6-10 hours each week):* _____

Please list all of the classes you feel comfortable supporting:
(Courses you are comfortable supporting must be those you've earned an A- or better in AND have taken at UMass).

If selected to proceed in the application process and/or hired, can you commit to the following employment conditions?

- If invited, attend LRC interviews
- Attend mandatory all staff training on Saturday, September 12th, 2020
- Attend regular staff development trainings during Fall 2020 semester

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Short Answer Questions:

Please answer the following questions:

1. Why do you want to work for the Learning Resource Center?

2. How would you describe the LRC and our academic support programs to a student who was interested in participating in academic support?

3. Describe a research, volunteer, or work experience that would help prepare you for work at the LRC.

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