

# Writing Center Tutor Application

## General Information

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

Local Phone: \_\_\_\_\_

Local Address: \_\_\_\_\_

\_\_\_\_\_

## Academic Information

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Classification:  Freshman  Sophomore  Junior  Senior  Grad

GPA: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

College-level English or Writing Courses Taken:

Course \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

Course \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

Course \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

Course \_\_\_\_\_ Semester \_\_\_\_\_ Grade \_\_\_\_\_

What kinds of writing do you like to do? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Availability

Hours available for tutoring (The Writing Center is open M-W 10-7, Th-F 10-5 & Tues & Wed nights 8-10 PM):

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Are you available for bi-weekly training meetings on Thursdays from 5-6?

yes  no

## Prior Employment/Related Experience

Position \_\_\_\_\_

Company \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Employer's Name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact this employer?  Yes  No

Position \_\_\_\_\_

Company \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Employer's Name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact this employer?  Yes  No

Position \_\_\_\_\_

Company \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

\_\_\_\_\_

Employer's Name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact this employer?  Yes  No

## References

Please list **at least two** Ball State faculty members who we can contact on your behalf who would be able to speak of your academic abilities. (Be sure to ask before adding someone's name here.)

Professor's Name \_\_\_\_\_

Email \_\_\_\_\_ Course \_\_\_\_\_

Professor's Name \_\_\_\_\_

Email \_\_\_\_\_ Course \_\_\_\_\_

Professor's Name \_\_\_\_\_

Email \_\_\_\_\_ Course \_\_\_\_\_

Professor's Name \_\_\_\_\_

Email \_\_\_\_\_ Course \_\_\_\_\_

## Attachments

Please attach the following to this application:

Personal Statement

On a separate page, explain why you'd like to be a tutor at the Writing Center. Discuss what you believe the role of the tutor is and what strengths you'd bring to the position.

Graded paper/written project

Submit with this application a photocopy of a graded assignment which shows your abilities as a writer. You may include more than one if you'd like to show different styles.

Recommendation Form/Work Permit from the Career Center for this position to show you are able to hold this position.

## Application Process

Thank you for your interest in becoming a Writing Center tutor. After completing this application and attaching the necessary pieces, submit this application to the Writing Center in Robert Bell 291. We will give each application careful consideration. If your application meets with our current needs, you will be invited for an interview and skills assessment. All applicants will be contacted when hiring needs have been met.