**MC MESA AEW COORDINATOR/TUTOR APPLICATION**

**Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone/Cell#:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Student ID#**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Descriptions**:

**Tutors** assist students in studying, reviewing, and completing assignments on request. Tutors may be asked to perform other tasks related to tutoring or other center activities. Compensation is currently at the rate of $12.00 per hour.

**Academic Excellence Workshop Coordinators** generatea series of group study workshops that support a specific class. Compensation is currently at the rate of $12.00 per hour.

**Training Requirement:** MESA tutors and AEW Coordinators must have completed or must take concurrently the following course. Indicate how you meet this requirement.

EDU 110: Tutoring Methods Completed ( ) Will take concurrently ( )

**Previous experience:** Have you held other tutoring or teaching positions? When and where?Include past MESA experience.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Letter of recommendation**: Include a recent letter of recommendation from an MC faculty member commenting on your qualifications and qualities as a potential tutor. Required for new tutors/AEW Coordinators, recommended for all applicants.

**Courses you feel qualified to tutor:** Provide course name and #. **Attach** an unofficial copy of your latest transcript.

Biology\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chemistry:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Engineering:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Math/Stats:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physics:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MC MESA AEW Coordinator/Tutor Schedule Grid**

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate **all** hours for which you **wish to be considered** by marking those cells with an X. As a tutor or PA, you are a member of the MESA Leadership Council, which meets several times during the semester. Plan your course schedule to be free to attend Friday meetings.

**AVAILABILITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **MON** | **TUES** | **WED** | **THURS** | **FRI** |
| 9 –10 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | tutor  PA |
| 10 – 11 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | tutor  PA |
| 11 –noon | tutor  PA | tutor  PA | tutor  PA | tutor  PA | tutor  MESA Leaders Council,1:00 – 2:00, scheduled Fridays. Plan to attend.  PA |
| noon – 1 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | tutor  PA |
| 1 – 2 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | tutor  PA |
| 2 – 3 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | tutor  PA |
| 3 – 4 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | MESA closed |
| 4 – 5 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | MESA closed |
| 5 – 6 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | MESA closed |
| 6 – 7 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | MESA closed |
| 7 – 8 | tutor  PA | tutor  PA | tutor  PA | tutor  PA | MESA closed |

Tutors and AEW Coordinators hold important positions in the MESA community. They provide critical academic support services and also serve as academic role models. As such, they are always expected to conduct themselves as professionals, and support the larger MESA program. I understand the role and responsibilities of the position for which I am applying, and agree to conduct myself accordingly.

Signature and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My **transcripts** and a **letter of recommendation** if appropriate are attached