

## About Student Support Services

Student Support Services is a federally-funded grant program that serves academically at-risk students of first-generation college student status, from low-income backgrounds or students with diagnosed disabilities. Please see the SSS website for more information [www.mnsu.edu/ssss](http://www.mnsu.edu/ssss)

## About this Job

Are you a successful student? Do you enjoy teaching others? Do other students often seek you to ask questions about difficult content? If so, why not get paid to tutor other students for classes in which you have excelled?

### **Required Qualifications:**

- Must be a sophomore, junior, senior, or graduate student
- Must be currently enrolled at MSU as an undergraduate or graduate student with at least 6 credits
- Must be available to tutor between 8 am and 4 pm Monday-Friday at 355 WC
- Must have at least 8 hours of open availability to tutor, hours are flexible and depend upon student needs
- Minimum cumulative GPA of 3.0
- Earned grade of A or B in course(s) for which applicant would like to tutor - Courses being tutored were preferably taken at MSU

### **Desired Skills:**

- Excellent written and spoken communication skills, including the ability to be clearly understood and to articulate course concepts
- Strong interpersonal skills
- Effective organizational and time management skills
- Ability to work with and relate to individuals from diverse backgrounds

About Minnesota State University, Mankato

More than 1600 talented faculty, staff, and 1600 student employees with a wide variety of skills and backgrounds, support university operations every day. Our faculty and staff enjoy excellent benefits, a team environment and challenging careers. As an affirmative action/equal opportunity institution, we are committed to supporting the continued growth of our diverse community.

**TUTOR APPLICATION**  
**TRIO Student Support Services**

**Demographic Information**

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

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

City State Zip  
Cell Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_ Tech ID: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street# City State Zip

E-mail Address: \_\_\_\_\_

Tutoring hours per week desired (actual hours will vary depending upon demand) : \_\_\_\_\_

**Academic Information**

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ GPA: \_\_\_\_\_  
\*minimum 3.0 required

Year in School: \_\_\_\_\_ Year & Term you will graduate: \_\_\_\_\_

Are you a graduate student? Yes No Credit hours this semester: \_\_\_\_\_

Have you ever worked on campus? Yes No

Currently working on campus? Yes No If so, how many hours? \_\_\_\_\_

**Interest & Related Experience**

What other tutoring related experiences have you had? Please indicate where and when these experiences took place:

Why do you want to be a tutor? What skills do you possess that would enable you to be an effective tutor?

## Academic Qualifications

**Please list the courses you would like to tutor & grade received:**

Course name: \_\_\_\_\_ Grade: \_\_\_\_\_ Taken at MSU? Yes No

Course name: \_\_\_\_\_ Grade: \_\_\_\_\_ Taken at MSU? Yes No

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Course name: \_\_\_\_\_ Grade: \_\_\_\_\_ Taken at MSU? Yes No

***Strong preference is given to tutors who have taken required course(s) at MSU***

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## Reference

Please list one MSU faculty reference who may be contacted who can directly speak to your ability to tutor the courses above. Please do *not* provide a personal reference.

Reference name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

*\*Please let your reference know you have listed him/her and they should expect to be contacted by our Tutor Coordinator.*

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How did you hear about this tutoring position? *Please check all that apply.*

H Handshake          Professor          Website          Other \_\_\_\_\_

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***By submitting this application for consideration, I verify that all information is correct and I hereby authorize Student Support Services to contact my reference and review my transcript(s) or other necessary academic information.***

First SAVE, then return your application to:  
trio-tutoring@mnsu.edu

\*\*\*You will be contacted within a few days if you are selected for an interview. \*\*\*

## Schedule

Select all time block where you are unavailable for tutoring. All hours left unchecked will be assumed to be available for training & tutoring.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					