



Academic Assistant (Tutor) Job Description

Qualifications

- Must have completed a minimum of 24 credit hours at the time of employment.
- Must have a clear judicial record with MTSU and Housing & Residential Life.
- Must have a minimum semester and cumulative GPA of 3.25 at the time of application.
- Must have demonstrated competency in the subject you will be tutoring.
- Must have excellent interpersonal skills.
- Must have the desire to work with First-Year students.
- Must be enrolled as a full time student.
- Must make the appropriate prepayments and sign the standard MTSU Housing license agreement prior to the start of employment.
- Must enroll and successfully complete the Tutor training course during the first semester of employment.

Compensation

- Tutors receive a stipend of \$1,950 per semester. All stipends are dispersed monthly during the period of appointment. If a Tutor begins employment after the appointment start date, their monthly stipend will be prorated accordingly.
- Tutors are assigned to a private or single accommodation in their assigned building, at no additional cost. Tutors are billed the lowest standard room rate (\$1,456) for a standard double occupancy, shared bathroom residence hall room, regardless of which hall or area they may be assigned.

Supervision

- Will report directly to the Area Coordinator in their respective area and will be subject to the supervision of the Resident Directors, the Associate Directors, and the Executive Director of Housing & Residential Life.
- Will be formally evaluated on a periodic basis determined by the Executive Director of Housing & Residential Life or their designee(s).
- Meet with supervisor on a regular basis, individually and as a group.
- Required to attend all training sessions, staff development programs and staff meetings as directed.

Expectations

- Expected to read the summer reading book.
- Work 15 hours per week in the area tutoring center and on your floor.
- Develop education involvement programs for residents.
- Maintain a minimum semester and cumulative 3.25 GPA.
- Required to attend all training sessions, in-services, staff development programs and staff meetings as directed.
- Assist with check-in and check-out in August, December, January and May.
- Additional detailed expectations and job responsibilities will be provided by individual supervisors.

Other

- Tutors serve at the discretion of the Executive Director of Housing & Residential Life.
- Tutors who resign or are dismissed before the completion of their appointment are not immediately granted a contract release.
- Tutors who resign or are dismissed but continue to reside on campus will be required to move from their current/floor building or area.
- Outside employment is discouraged due to the significant time commitment required for performance of the Tutor position and must be discussed and approved in advance by the Area Coordinator.
- Taking an overload is strongly discouraged and must be discussed and approved in advance by the Area Coordinator because having more than 18 credit hours places an extra burden on a staff member's ability to function academically.

Semester GPA: _____

Overall GPA: _____

Judicial History Y N

ACADEMIC ASSISTANT APPLICATION

Directions: Type or print legibly on the application. Return the completed application and references to Housing and Residential Life, KUC 303, Box 6, Murfreesboro, TN 37132.

Personal Information

Full Name: _____ Date of Application: _____

Gender Male Female Date of Birth _____ M Number _____

Email Address _____ Local Phone _____

Current Local Address _____

(Street)

(City)

(Zip Code)

Home/Permanent Address _____

(Street)

(City)

(Zip Code)

Permanent Phone _____ Cell Phone _____

Summer Address (if different from home) _____

(Street)

(City)

(Zip Code)

Summer Phone _____

Applying for a position that begins Spring _____ Fall _____

Including this semester, how many semesters have you lived in a residence hall? _____

Educational Information

Major(s) _____ Anticipated Graduation Date _____

Classification (circle one) FR SO JR SR GRAD

Semester GPA _____ Cumulative GPA _____ (A 3.25 GPA is required for both at time of application)

Completed credit hours at the end of the current semester _____

Major _____ Minor _____

Have you attended another college/university besides MTSU? Yes No

College/University _____ Dates Attended _____

College/University _____ Dates Attended _____

Additional Information

Have you ever been documented for a policy violation at MTSU? Yes No

If yes, please explain _____

Have you ever worked for Housing and Residential Life? Yes No

If yes, in what capacity _____

Have you ever been convicted of a felony or other criminal offense other than a traffic violation? Yes No

If yes, please explain _____

Employment and Involvement

On a separate, typed piece of paper, please provide answers to the following questions.

1. Have you had any previous tutoring experiences which you believe would be helpful in evaluating your eligibility as an Academic Assistant? Please provide dates of employment, subject areas and employer/organization.
2. Do you have any other experiences working with students? Please provide dates of employment, subject areas and employer/organization.
3. List any activities or commitments you anticipate being involved in while employed as a Academic Assistant.
4. List the courses that you are qualified to tutor. Please rank in order of most qualified.
5. List classes which you have taken that would qualify you to tutor the above topic(s).
6. List any other special skills and qualifications that you possess.

Please list any activities or commitments you anticipate being involved in while employed as a Academic Assistant.

How did you hear about the Academic Assistant position?

Word of mouth MT radio station Advertisement Friend
 MTSU Staff member Current Tutor Area Coordinator Other _____

I understand that all documents relative to this application including, but not limited to, signed references and staff evaluations are confidential. I further understand that I will not have the opportunity to personally review these documents. However, I may meet with a member of the selection committee to get feedback. This procedure is in compliance with the Family Educational Rights and Privacy Act of 1974.

I understand that my signature below authorizes Housing and Residential Life to review my disciplinary, academic and criminal records. I also understand that Housing and Residential Life reserves the right to assign me to a hall of their choosing where an Academic Assistant position is available.

Signature

Date

It is the policy of Middle Tennessee State University to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, national origin, religion, sex, age, veteran status, or disability.

REFERENCE FORM MTSU HOUSING AND RESIDENTIAL LIFE

Applicant _____
First Name Last Name

According to the Family Educational and Privacy Act, a student has access to his/her official records. The applicant may retain the right to access his/her file by signing the line below. If applicant signs here, he/she has the right to read this reference.

Authorization of Waiver _____
Signature Date

Please evaluate this applicant and return this form to:

Housing and Residential Life
 1301 E. Main St., Box 6, KUC 303
 Murfreesboro, TN 37132.

Using the following scale to evaluate this applicant: (circle your answer)

	1 Poor	2 Fair	3 Average	4 Above Average	5 Excellent
Communication	1	2	3	4	5
Taking Initiative	1	2	3	4	5
Organizational Skills	1	2	3	4	5
Openness to Feedback	1	2	3	4	5
Ability to work with others	1	2	3	4	5
Ability to work with diverse groups	1	2	3	4	5
Dependability	1	2	3	4	5
Creativity	1	2	3	4	5

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Overall Evaluation (Choose one)

- Highly Recommend Recommend Recommend with reservations Do not recommend

Comments supporting overall evaluation _____

Signature of Evaluator _____
Signature Date

Name of Evaluator (printed) _____

Position of Evaluator _____

*Reference form must be completed by employer, supervisor, faculty member or advisor

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Signature Date

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Position of Evaluator _____

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FACULTY REFERENCE FORM

Applicant _____
First Name Last Name

According to the Family Educational and Privacy Act, a student has access to his/her official records. The applicant may retain the right to access his/her file by signing the line below. If applicant signs here, he/she has the right to read this reference.

Authorization of Waiver _____
Signature Date

Please evaluate this applicant and return this form to:

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- Highly Recommend Recommend Recommend with reservations Do not recommend

Comments supporting overall evaluation _____

Signature of Evaluator _____
Signature Date

Name of Evaluator (printed) _____

Position of Evaluator _____

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