Thank you for your interest in becoming a member of the Tomás Rivera’s Tutoring Services team. Our mission is to provide academic support to UTSA students through a number of programs. In order to best serve UTSA students, Tutoring Services accepts applications for employment throughout the year.

In order to be considered for a position with Tutoring Services, you must meet the minimum qualifications outlined below.

Minimum Qualifications for all positions – Some positions may have additional qualifications
Undergraduate & Graduate Students
☞ Overall GPA of 3.0 or above
☞ Good interpersonal and communication skills
☞ Two (2) recommendations from faculty members
☞ Submission of Resume with References with Application
Application for Employment
Tutoring Services

Please Print

Applicant information

Name: ___________________________________ ___________________________ ____________

Last First MI

Date of Birth: ___/___/____ Banner ID#: @____________________ MyUTSA ID: _____________

Local Address: __________________________________________________________

__________________________________________

Cell Phone: (_____) _______________ Email:____________________@__________

Major: ___________ Minor: ___________ ☐ Undergraduate ☐ Graduate

Total Credit Hours: ________ Cumulative GPA: ___________ (Min 3.0)

Number of hours enrolled: Current Semester: ___________ Next Semester: ____________

Are you work study eligible? ☐ Yes (please attach award letter) ☐ No

Position Information

What program are you applying for? (please check all that apply)

☐ Tutoring Program
☐ Math Assistance Program
☐ Non-Course Based Developmental Education Program (☐ Math ☐ IRW)
☐ Individual Tutoring Program
☐ Jump Start Program
☐ Reception Desk Support

Have you ever participated in one of the programs listed above? ☐ Yes ☐ No

If yes, what program? __________________________________________________________

Previous related experience: (list date, department/employer, position)

1. __________________________________________________________________________

2. __________________________________________________________________________

3. __________________________________________________________________________

CLM Updated 3/1/2016
Number of hours you can work:  Minimum: __________  Maximum: _______________

Are you working for another department on campus?  ☐ Yes  ☐ No

If YES, what department and number of hours per week? __________________________

Please answer the following questions:
Why are you interested in becoming a member of the Tutoring Services team and why do you feel you would be a good choice?  *(Please print)*

What does academic success mean to you?  *(Please print)*

The University of Texas System requires male citizens/nationals who are 18 up to 26 years of age to provide proof of registration with the Selective Service or exemption from registration, prior to employment.

I certify that the above information is complete and accurate to the best of my knowledge. I understand that if I am hired, my work will be subjected to periodic review, and if at any time it becomes substandard, I may be asked to resign. As long as I serve as a Tutoring Services employee, I will help other students to the best of my ability and will perform my duties in a responsible and professional manner.

________________________________________  ______________
Applicant Signature  Date

Return to completed application to:  Tomás Rivera Center Tutoring Services - JPL 2.01.12

With a few exceptions, you are entitled to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.
Supplemental information

**All applicants**

*Please fill out your potential work availability*

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**Applicants for Tutoring & Math Assistance Program**

What course(s) supported by Tutoring Services are you interested in? Please list below

______________________________________________  __________________________________________
______________________________________________  __________________________________________
______________________________________________  __________________________________________
______________________________________________  __________________________________________
______________________________________________  __________________________________________

CLM

Updated 3/1/2016
# Tutoring Services Application Recommendation Form

Please keep this form confidential.

The purpose of this form is to assist Tutoring Services in evaluating applicants. We want to offer the best service possible to UTSA students, and your candid evaluation of the applicant is an important part of our selection process. Please use the reverse side for additional comments.

## Section A: To be completed by applicant

Name: __________________________ __________

Position applying for: __________________________

## Section B: To be completed by recommender

Name: __________________________

Title: __________________________

Department: __________________________

Phone: __________________________

Email: __________________________

How long and in what capacity have you known the applicant?

____________________________________________________________________________________________

____________________________________________________________________________________________

Do you feel that this applicant has good communication and people skills? *Please comment.*

____________________________________________________________________________________________

____________________________________________________________________________________________

Do you feel that this applicant has demonstrated characteristics of maturity and reliability? *Please comment.*

____________________________________________________________________________________________

____________________________________________________________________________________________

If applying for a tutoring position, what specific courses or areas of study do you feel this applicant can tutor effectively?

____________________________________________________________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

Please return this form to:

Cyndi McCowen, MA., Director, Tutoring Services
Tomás Rivera Center for Student Success, JPL 2.01.12 * University of Texas San Antonio, One UTSA Circle, San Antonio, TX 78249

If you prefer, you can email a statement of recommendation to cynthia.mccowen@utsa.edu

Thank you very much for your time.

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CLM
Updated 3/1/2016
Tutoring Services Application Recommendation Form

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Name: ________________________________

Title: ________________________________
Department: ________________________________

Phone: ________________________________
Email: ________________________________

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____________________________________________________________________________________________
____________________________________________________________________________________________

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Signature

Date

Please return this form to:
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Tomás Rivera Center for Student Success, JPL 2.01.12 * University of Texas San Antonio, One UTSA Circle, San Antonio, TX 78249

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