

***Student Employment Application***

**Application due by 5pm Friday, November 22, 2019**

**For Office Use:**

Application received: \_\_\_\_\_ by \_\_\_\_\_  
LRC Program Applications: \_\_\_\_\_  
Rec'd Email Sent \_\_\_\_\_  
Entered in Tracker \_\_\_\_\_

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

Student #: \_\_\_\_\_ Preferred Email: \_\_\_\_\_ Preferred Phone: \_\_\_\_\_

Major: \_\_\_\_\_ Anticipated Graduation Year: \_\_\_\_\_

How were you referred to LRC? \_\_\_\_\_

Have you applied for a job with the LRC before?      Yes      No

**For which program are you applying? Please select only one program.**

☐ *Supplemental Instruction (SI) Leader:*

- SI Leaders plan and facilitate 2 weekly review sessions for students enrolled in a specific class, create worksheets to promote course review and address student questions and concerns. Ideal candidates will be self-motivated and empathetic, have strong communication skills, and excellent facilitation and classroom management skills.
- SI Leaders work a minimum of 9 hours per week. This includes session facilitation time, session planning time, and class attendance time. SI Leaders are required to attend the class meetings for the course they lead.

☐ *Tutor/ExSEL Leader:*

- Tutor/ExSEL Leaders provide individual or small group tutoring to students, address student questions, provide assistance clarifying course content and other areas of challenge, and foster collaboration among peers. Ideal candidates will be empathetic, have a wide array of academic knowledge, have excellent facilitation skills, and be able to think on their feet.
- Tutor/ExSEL Leaders work approximately 4-10 hours each week. This includes shift and facilitation time and workshop preparation time.

**Supplemental Application Materials:**

To have your application considered, the following additional documents must be submitted to the LRC:

- ☐ A PDF copy of your most current resume
- ☐ A PDF copy of your unofficial transcript
- ☐ A PDF copy of your Spring 2019 schedule
- ☐ A completed recommendation form (this can be submitted by your recommender separately from the application packet)

On the schedule below, please block out the areas for ALL the days and times that you are available to work at the LRC:

Day						
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1:00pm						
2:00pm						
3:00pm						
4:00pm						
5:00pm						
6:00pm						
7:00pm						
8:00pm						
9:00pm						

How many hours would you be interested in working each week? *(LRC staff typically work between 6-10 hours each week):* \_\_\_\_\_

Please list all of the classes you feel comfortable supporting:

*(Courses you are comfortable supporting must be those you've earned an A- or better in AND have taken at UMass).*

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If selected to proceed in the application process and/or hired, can you commit to the following employment conditions?

- ☐ If invited, attend LRC interviews in December 2019
- ☐ Attend mandatory all staff training on Saturday, January 25, 2020

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### Short Answer Questions:

*Please answer the following questions:*

1. Why do you want to work for the Learning Resource Center?
2. How would you describe the LRC and our academic support programs to a student who was interested in participating in academic support?
3. Describe a research, volunteer, or work experience that would help prepare you for work at the LRC.

***Applications for Spring 2020 are due by 5pm, November 22***

Applications may be dropped off to Room 1020 of the WEB DuBois Library or  
emailed to [lrc@umass.edu](mailto:lrc@umass.edu)



## STUDENT EMPLOYMENT RECOMMENDATION

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

Recommendation Due Date: \_\_\_\_\_ ASAP \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Under provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), students have the right to examine the contents of their files, including letters of recommendation. However, applicants may waive their right to see letters of recommendation, whereupon such letters will be held in confidence. If an applicant does not waive his/her right to examine a letter of recommendation or if the applicant does not sign the waiver, the letter of recommendation is considered accessible to the applicant.**

\_\_\_\_ I waive my right to examine the following letter of recommendation.

\_\_\_\_ I do not waive my right to examine the following letter of recommendation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**This cover-page should be submitted along with the recommendation form by the recommender.**

**TO THE RECOMMENDER:**

The applicant named above is applying for a position with the Learning Resource Center (LRC) at the University of Massachusetts Amherst, and has asked you to provide a recommendation regarding his/her ability and potential as an employee at LRC.

- LRC is grateful for your recommendation for this applicant. We are especially interested in your judgment of the applicant's overall ability and potential for success as a Supplemental Instruction Leader, or ExSEL / Peer Tutor.
- Candor in your comments is essential for fairness to both the applicant and the position to which the applicant is applying.
- Please make no statement that would indicate the applicant's race, religion, or national origin.

**To Return:**

***Mail to:***

*Learning Resource Center, 1020 W.E.B. Du Bois Library*

*154 Hicks Way, University of Massachusetts Amherst, MA 01003*

**-OR-**

Email a **scanned PDF copy** of this form to: [lrc@umass.edu](mailto:lrc@umass.edu)

- Please indicate how well you know this person and in what capacity.

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- If you have known this person in a work or leadership position, please describe the roles and responsibilities of this applicant.

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- Please comment on the applicant's academic skills that would qualify him/her for employment with an academic or research support program. You are welcome to provide a more detailed assessment on a separate sheet. If you do, please complete the other sections below and attach the sheet with your comments to this form.

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- Positions with the LRC require good interpersonal and communication skills. In your experience with the applicant, please comment on his/her ability to work with a diverse population.

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- What are the applicant's strengths and in what areas are improvements needed?

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Overall Recommendation (please check only one):

\_\_\_\_\_ I recommend without reservation that the applicant be hired.

\_\_\_\_\_ I recommend with some reservation that the applicant be hired.

\_\_\_\_\_ I do not recommend that the applicant be hired.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_