

WRITING CENTER APPLICATION FOR GRADUATE TUTORS

To apply for this position, please complete the form on the following page. You can print out the form and fill it out by hand, or you can type your information in through Adobe Acrobat.

To submit your application in hard copy:

- Complete the form and print it out.
- Attach your cover letter, your CV and your three academic writing samples.
- You can drop off (or mail) your *complete* application to:

Rebekah Buchanan, Assistant Director
201 Tuttleman Learning Center (008-00)
1809 North 13th Street
Philadelphia, PA 19122

To submit your application via e-mail:

- Complete the form and click the “Save a Copy” button at the top of the screen. Save the completed form (preferably with a filename that includes your *last name*).
- Use the e-mail program of your choice to attach the completed application form, your cover letter, your CV, and your three academic writing samples. Send the e-mail to Rebekah Buchanan at rebekahb@temple.edu.

**We cannot consider your application unless it is complete.
Please make sure you have included all of the following:**

- Your completed application form
- Your cover letter
- Your CV
- Three academic writing samples. For more information on what an “academic writing sample” is, see our Employment Qualifications webpage: <http://www.temple.edu/writingctr/jobs/employmentFAQ.htm>

Application Form for Graduate Students
Temple University Writing Center

Name:	Email address:
TU ID #:	School/College:
Address:	Program:
	Year in Program:
Phone #:	Anticipated completion date:

Have you previously applied for a WC TA position? Yes No
If yes, when? _____

Have you previously been funded by your department? Yes No
If so, for how many years? _____

Are you eligible for funding in your department for AY 2010-2011? Yes No

Do you also plan to pursue funding in your department? Yes No

What level of assistantship would you be interested in? $\frac{1}{2}$ $\frac{1}{4}$

Are you currently working? Yes No
If yes, how many hours a week? _____
In what capacity? (i.e. TA position, full-time, seasonal)

Do you have any prior experience as an instructor or tutor? Yes No
(if "yes", please elaborate on CV)

Would you be willing to work at the Writing Center's Ambler facility? Yes No

Please use the space below to briefly outline your future plans once you graduate:

Signature _____

Date _____