

WRITING CENTER APPLICATION FOR UNDERGRADUATE TUTOR

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 résumé and your three academic writing samples.
- You can drop off (or mail) your *complete* application to:

Jennifer Follett
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 résumé, and your three academic writing samples. Send the e-mail to Jennifer Follett at jennifer.follett@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 résumé
- 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 Undergraduate Students

Temple University Writing Center

Name:	Email address:
TU ID number:	Major(s)/minor(s):
Address:	
	Year in college:
Phone:	Expected graduation date*:

*We CANNOT hire students within 5 months of graduation. This means we DO NOT hire seniors in their final semester.

Are you eligible for work study? Yes No

How many hours a week would be interested in working?

2-5 6-10 11-15 16-20

Do you have any previous tutoring experience? Yes No
(if "yes", please elaborate on CV)

At which locations would you be willing to work?

Main Campus Ambler Writing Center

Please list any writing intensive courses you have taken. W-courses are any courses that end in xx96, xx97, or xx98, or (for courses that were numbered according to the old three-digit numbering system) that have a "w" prefix, like w347.

Please use the space below to briefly share your future academic plans:

Signature _____

Date _____