

TUTOR APPLICATION FORM

Please email this completed application (and writing sample, if applicable) to Dr. Ben Rafoth: brafoth@iup.edu.

Today's Date:	Semester & year I would like to begin:						
Name:	Banner ID:						
IUP e-mail Address:	Phone Number:						
Permanent Address:							
Class: (select one)							
Undergraduate major(s):							
Graduate program (if applicable):							
Do you qualify for federal work study? (select one)							
Your class schedule: (select semester)							
Monday:							
Tuesday:							
Wednesday:							
Thursday:							
Friday:							

Your Name:

The Writing Center in 218 Eicher Hall is open Mon-Thurs 9-5 and 6-9 pm; Friday 9-3. The Writing Center Satellite is open Mon-Thurs 8-11 pm and Sun. 5-10 pm. **Typically, tutors work 6-12 hours per week.**

Approximately how many hours per week do you prefer to work?

What days and times would you prefer to work?

Check this box if you **do not** know your schedule yet.

If you know your schedule, please check the times you **cannot** work (classes, meetings, other obligations).

	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:00	3:30	4:00	4:30
M																
T																
W																
R																
F																

In Eicher Hall, the Writing Center is open MTWR 6-9 pm. The Library Satellite is open MTWR 8-11 p.m. and Sundays 5-10 p.m. Please select *at least* one evening you are available to work at the Eicher Hall Writing Center or the Satellite. To select more than one evening, hold CTRL and click on each day.

NEW APPLICANTS ONLY

- 1. Please attach a sample of your writing when you submit this application (Microsoft Word documents or PDFs only, please).
- 2. Please list the names of two or three faculty references from any department:

Employment as a tutor in the Writing Center occurs on a semester-by-semester basis. You will need to re-apply each term. A job description (Becoming a Tutor) is available on our website: www.iup.edu/writingcenter.