

Center for Urban Education (CUE) Tutor Application – Fall 2011

We're pleased that you're interested in joining our community of professional staff, faculty, teachers and tutors! So that we may give your application full consideration, please read and follow carefully the instructions here and on the supplemental application forms.

Step 1: Completing the Application

Read and complete this application, providing requested information, faculty reference letters, and a recent CAPP report.

Please submit your completed Tutor Application to Amber Mozet in the CUE office, Tivoli 129 by September 16th at noon.

Step 2: Application Review

Applications are reviewed as they are received. Applicants who satisfy the minimum requirements and who appear to meet the demands of the position will be scheduled for an interview.

Step 3: Interviewing, Selection and Notification

Candidates will be contacted by email regarding the status of their application and to schedule their interview time. After an initial offer of employment is extended, final employment is contingent upon the approval of the Principal and/or school liaison of the participating school.

Information Regarding Paid Positions

Requirements and Restrictions: The following requirements apply to all students seeking paid/unpaid tutoring positions within the Center for Urban Education:

1. Students must have a cumulative GPA of at least 3.0 **AND** a content area GPA of at least 3.0.
2. Students must be in good academic standing (not on academic probation).
3. Students agree to abide by all Metro State Human Resources' Student Employment, Student Conduct and School policies.
4. Students must be in at least their second trimester Metro State's Teacher Education program and have completed their first field experience

The Center for Urban Education believes that through a genuine partnership of higher education, urban schools and local communities, students will benefit from a coherent system that will address the multiple and complex needs of urban school settings.

Center for Urban Education Tutor Application

Name (print) _____ Date _____ 900# _____

Local Address _____
Address _____ City _____ Zip _____

Local Telephone _____ Local address/phone valid until _____

Permanent address _____
Address _____ City _____ Zip _____

Permanent Telephone _____ Preferred E-mail _____

Subject area(s) you wish to tutor _____

Program Area/Grade Level _____

Major/Department _____ GPA in major _____ Cumulative GPA _____

Minor(s) _____

Expected date of student teaching (month/year) _____

Applying to tutor (select all that apply): Within the CUE (paid) Within the CUE (unpaid)

Are you eligible for work-study funds? Yes No if yes, amount _____

Ethnicity (for statistical purposes) _____

Languages/Proficiency _____

Availability: (provide times along with days)

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

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Briefly describe your interest in becoming a tutor	
Briefly describe any previous tutoring or teaching experience	
Other Qualifications & Considerations	
Extracurricular Activities and Volunteerism	

A statement, attesting your knowledge and skills, will be required with your application. One statement needs to come from your professor, in the subject area that you would like to tutor in. For multiple subject areas, multiple statements will be mandatory. An additional statement can come from a community-based organization or a cooperating teacher that you have had in the last semester.

-The statement can be emailed to Amber at michaeam@mscd.edu

-The professor you choose must have had you in a class within the calendar year

-If you have any questions, please feel free to contact Amber

By signing this application, you are affirming that all of the above information is correct.

Signature of Tutor Applicant _____ Date _____