

# Writing Center

## Writing Assistant Information

Date \_\_\_\_\_

### Contact Information (complete every semester)

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Position(s): Circle the positions you already hold. If you are applying for one or more new positions, put a checkmark next to those positions

Writing Center Assistant \_\_\_\_\_ Writing Center Receptionist \_\_\_\_\_

English 0990 Assistant \_\_\_\_\_

Have you done all the necessary paperwork to get on the payroll?

\_\_\_\_\_

(SUU Employment Application, HR employment forms)

List any other SUU campus positions and hours scheduled this semester:

\_\_\_\_\_

### Academic Profile (complete every semester)

T-number: \_\_\_\_\_

Class status (soph, etc.): \_\_\_\_\_

Major\*: \_\_\_\_\_

Minor\*: \_\_\_\_\_

Overall GPA: (3.0 required) \_\_\_\_\_

GPA of English classes: (3.5 required) \_\_\_\_\_ Please attach paper copy of your updated unofficial transcript; write your name on the transcript.

English 1010 and 2010 grades (must be A or A- to qualify for a position):

Hours available to work 8-5 p.m. and/or 5-7 evenings during this semester. (Don't include if you are already on the current Writing Center schedule)

**\*Please note that strong writers are given preference for these positions.**

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### **Employment Portfolio for new applicants**

Please attach the following:

- A letter explaining why you wish to work as a writing assistant and what your qualifications are for the job.
- An unofficial transcript showing your overall GPA with all English classes highlighted.
- A thesis-driven academic paper (7 pages is usual) demonstrating proper formatting according to an accepted style guide (MLA, APA, or Chicago).

List three professors who could give you a recommendation. Two of them should be members of the SUU English Faculty. You are responsible for contacting them and having them send us a brief e-mail recommendation (Tell them to send the email to [juliacombs@suu.edu](mailto:juliacombs@suu.edu)).

\_\_\_\_\_ Contacted \_\_\_\_\_

\_\_\_\_\_ Contacted \_\_\_\_\_

\_\_\_\_\_ Contacted \_\_\_\_\_

### **Tutoring Experience:**

How much experience do you have as a tutor at SUU or elsewhere? (Please list dates):

Are you certified? \_\_\_\_\_ Level: \_\_\_\_\_