

University of North Florida
Academic Center for Excellence
Tutor Application

Thank you for your interest in ACE Tutoring. Before you apply, please note that ACE only employs UNF students who, in any given semester, are enrolled in either 6 undergraduate hours or 4 graduate hours of course work.

Please print neatly and clearly.

1. General Information

Name: _____ Date: _____

UNF ID (N Number): _____ SSN: _____

Local Address: _____

Local Phone Number: _____ E-Mail Address: _____

Prefer to be contacted by: Phone E-Mail

Classification: Freshman Sophomore Junior Senior Graduate

Anticipated Date of Graduation (semester/year): _____

Major: _____ Minor: _____ GPA: _____

Are you eligible for work-study? Yes No I am not sure.

Are you interested in volunteering your time as a tutor? Yes No

How many hours per week were you hoping to work? _____

Please list the course(s) you are interested in tutoring and the grade you received in each course:

_____	_____
_____	_____
_____	_____
_____	_____

2. On a separate sheet of paper, please provide a biographical sketch, which includes the following: (please type)

1. A description of yourself as a student
2. Past or current tutoring or teaching experiences
3. Why you are interested in tutoring for the Academic Center for Excellence
4. What strengths you feel you will bring to the ACE tutorial staff

3. Please list two academic references (UNF faculty preferred). Attached are recommendation forms for your references listed below to complete:

1. Name _____ Department _____

2. Name _____ Department _____

4. Please attach a current transcript and resume.

Once all application materials (application form, biographical sketch, recommendations, transcript, and resume) are received, you will be contacted for an interview.

If applying to be a Writing Tutor, please include two samples of your writing in addition to the items listed above.

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Dear _____:
(Reference's Name)

_____ has applied to tutor _____
(Applicant's Name) (Subject Area(s))

at the Academic Center for Excellence (ACE). To the best of your knowledge, please evaluate the competency of this prospective tutor's ability in the aforementioned subject area(s).

	Excellent	Very Good	Good	Fair	Poor	Unable to Evaluate	The course(s) I feel this student is capable of tutoring are:
1. Mastery of subject							1.
2. Ability to apply subject knowledge							2.
3. Ability to communicate ideas							3.
4. Level of responsibility							4.
5. Integrity							5.
6. Interaction with other students							6.

Please choose one of the following:

_____ I highly recommend this student for the position of tutor at the ACE.

_____ I recommend this student for the position of tutor at the ACE.

_____ I do not recommend this student for the position of tutor at the ACE.

Additional comments:

Signature _____

Date _____

Department _____

This recommendation may be returned by the student or you may mail the recommendation to:

Jennifer Stover, Assistant Director
Academic Center for Excellence
1 UNF Drive
Building 2, Room 2120
Jacksonville, FL 32224

Thank you for the time and consideration you will give this matter. If you have any questions, feel free to contact Jennifer Stover at 620-2776 or jstover@unf.edu.

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