

MTSU Writing Center Employment Application

INSTRUCTIONS

Please fill out this form, save it, and submit along with the following documents to apply for employment as a writing consultant in the University Writing Center at MTSU:

1. Letter of Application (1 pg);
2. A 4-5 page writing sample (academic writing preferred);
3. (Optional, but encouraged) A 1-pg tutoring philosophy;
4. (Optional) Other relevant materials, including a resume, CV, tutoring portfolio, or creative writing sample.

Please note: For all undergraduate applicants, employment in the UWC is contingent upon successful completion of ENG 1020. Email all documents to Dr. Jim Hamby Associate Director of the UWC (james.hamby@mtsu.edu). If you have any questions, feel free to reach out!

BASIC INFORMATION

Full Name: _____ M# _____

Phone Number: _____ E-mail: _____

Address: _____

_ For which semester are you applying? FALL SPRING Year:

TUTORING BACKGROUND

Do you have any prior tutoring experience? YES NO

Describe any prior tutoring experience(s) and/or tell us about any relevant experience that has helped prepare you to become a writing consultant:

Do you have any of the following special skills/areas of expertise?

Multilingualism Creative Writing PowerPoint Design Software

EDUCATIONAL BACKGROUND

If you are a current MTSU student, what is your current academic status:

FR SO JR SR GR

Have you taken English 1020 (or the equivalent)? YES NO

Expected Graduation Date: _____ Current GPA: _____

Major: _____ Minor(s): _____

If you are NOT currently an MTSU student, what is your last degree completed (including the name of the institution where you completed your degree)?

ADDITIONAL EMPLOYMENT

Are you currently employed elsewhere at MTSU? YES NO I PLAN TO BE

If yes, how many how many hours are you/will you be working? _____

Which department? _____

Who is/will be your supervisor? _____

Supervisor email _____@mtsu.edu

Please sign and date to verify that the above information is correct.

X _____ Date: _____

Please list two references below and provide their email addresses: