



## Dodie Academic Center Application Checklist

### **QUALIFICATIONS:**

#### **Tutor Qualifications:**

- Minimum of 30 college credit hours completed
- Minimum of a 3.2 overall GPA
- Minimum of a 3.5 GPA (B+) in specific courses tutored
- Strong communication skills
- Ability to relate to students of diverse academic backgrounds

#### **Mentor Qualifications:**

- Must meet all Tutor Qualifications (listed above)
- Peer advising, counseling, or tutoring experience is desired
- Enrolled in a Master's, professional, or teacher education program, or have related experience
- Students at the undergraduate level in at least their fourth year with strong supporting experience & a minimum of 1 year experience as an AEC tutor
- Willingness to work in a high-paced, constantly changing environment

### **INSTRUCTIONS:**

Please **type** all information on applications and supplemental forms. The Application Checklist should be your first page. Do not submit your application unless you have all items on this checklist.

- 1. Completed Dodie Academic Enrichment Center Application
- 2. Completed Dodie Academic Enrichment Center Supplemental Form
- 3. Transcript (if enrolled in school)
- 4. Current or Upcoming Class Schedule (if enrolled in school)
- 5. Temporary Application if not enrolled in school.

You must complete each section. Do not put "see resume" for any section; otherwise, your application will not be accepted.

- 6. Resume (attach your resume but cannot be used in lieu of a completed application).



University of South Carolina  
 Dodie Academic Enrichment Center  
 Enrichment Services  
 Application for Employment

If you are still enrolled as a student, please complete this application and attach your **most current academic transcript and your current course schedule** (copies printed from VIP are acceptable).

If you are **not** currently enrolled in classes, please attach a resume (including college GPA/Major).

<b>Name</b>		<b>Date</b>	
<b>Academic Standing</b>	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Master's Program <input type="checkbox"/> Ph.D. Program <input type="checkbox"/> Community Member (not currently enrolled)	<b>Expected Graduation</b>	
<b>Major/Degree Program</b>		<b>Cumulative GPA</b>	
<b>Primary Phone #</b>		<b>VIP ID#</b>	
<b>E-mail</b>			
<b>Position</b>	<input type="checkbox"/> Tutor	<input type="checkbox"/> Academic Mentor	
<b>Which term are you applying to work? (please check all that apply)</b> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> (ex. Summer 2017, F2017, Sp2018)			

Do you check email daily?     Yes     No

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

Do you work in any other department on campus? If yes, please list each department, position, and the weekly number of hours you work in each position.

Department: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Hrs/Wk: \_\_\_\_\_

Department: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Hrs/Wk: \_\_\_\_\_

*For Office Use Only*

App submitted by: \_\_\_\_\_  
 On: \_\_\_\_\_  
 Rec'd by R.I. on: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Start date: \_\_\_\_\_  
 End date: \_\_\_\_\_  
 Hourly rate: \_\_\_\_\_  
 International?: \_\_\_\_\_  
 Dual?: \_\_\_\_\_

Do you hold or do you plan to hold another job if employed as a Tutor/Mentor?     Yes     No

If "yes," please list: \_\_\_\_\_  
 \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

**Please indicate the times you are available to work:**

<b>Sunday</b> (5pm-10pm)	<b>Monday</b> (8am-10pm)	<b>Tuesday</b> (8am-10pm)	<b>Wednesday</b> (8am-10pm)	<b>Thursday</b> (8am-10pm)	<b>Friday</b> (8am-5pm)
Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:

How many hours per week would you prefer to work?: \_\_\_\_\_ **(Note: Hours are not guaranteed)**

**List any prior experiences relevant to this position:**

<b>Position #1:</b>	
<b>Location:</b>	<b>Dates:</b>
<b>Job Duties:</b>	
<b>Position #2:</b>	
<b>Location:</b>	<b>Dates:</b>
<b>Job Duties:</b>	

What personal and professional qualities do you possess that will be an asset to the Dodie AEC?

If applicable, please list the subjects you feel you are qualified to tutor:

Please list the names and emails of two people (former employers, professors) who would be willing to give you a recommendation.

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Please return your completed application with college transcript, current semester class schedule and resume to:

[AECES@mailbox.sc.edu](mailto:AECES@mailbox.sc.edu) or  
**Enrichment Services Assistant**  
**Dodie Academic Enrichment Center**  
**1302 Heyward St Columbia, SC 29209**  
**Office: (803)777-5133**  
**Fax: (803) 777-7512**

**University of South Carolina  
Dodie Academic Enrichment Center  
Enrichment Services  
Supplemental Application Information**

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

Date of Application: \_\_\_\_\_

Please answer the following questions and include with your application for employment.

1. Will you be enrolled in classes at USC in the summer, fall or spring? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate which session below.

- a. **If yes**, please indicate which session Summer \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_  
(ex. Summer 2017, F2017, Sp2018)

- b. **If yes**, please attach a copy of your *current course schedule*.

2. Are you currently employed on campus at another position? Yes \_\_\_\_\_ No \_\_\_\_\_

- a. **If yes**, please answer the following:

- i. Department employed on campus: \_\_\_\_\_
- ii. How many hours a week employed (please verify number of hours hired with department): \_\_\_\_\_
- iii. What is your listed end date of employment with the department employing you?  
(please verify end date with the department): \_\_\_\_\_

3. Please provide your graduation date from the University of South Carolina:

- a. Anticipated graduation date: \_\_\_\_\_
- b. Date graduated: \_\_\_\_\_

*Please return your completed application with your college transcript, current semester class schedule and resume*