



The Center for Initiatives in STEM

Graduate Student Tutor Employment Application

Thank you for your interest in applying for a tutoring position with the EXCEL/COMPASS program. Please fill out the enclosed application and return email it to sarah.evans@ucf.edu with a copy of your 1. current resume AND 2. unofficial undergraduate transcript by **January 4, 2023** no later than **5pm**.

Any questions regarding the application process or selection can be directed to the Center for Initiatives in STEM at (407) 823-6230 in MSB 230. ***Receipt of an application does not guarantee an interview.***

General Job Description:

The EXCEL graduate student tutor will be responsible for providing academic assistance to the EXCEL/COMPASS program students in the EXCEL/COMPASS Center.

Qualifications:

All applicants must have a minimum GPA of 3.0 and must have received a grade of at least B in the course(s) in which they wish to tutor. Experience teaching either in an official role at UCF or at another institution will also be helpful. Applicants must be in good standing at the University of Central Florida.

Payment:

\$7000 for the semester, approx. \$22 per hour

Time Commitment:

20 hours weekly

Location:

EXCEL Center, TC2, 223



The Center for Initiatives in STEM

Section I: Personal Information

Please print and complete the following questions with the appropriate response.

Name: _____ UCF ID: _____

Local Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Knights E-mail (used for all formal communication): _____

Alternate E-mail Address (emergency use only): _____

What is the best method to contact you?

☐ Home Number ☐ Cell Number ☐ Knights E-mail

Indicate which subject(s) you would feel comfortable tutoring (check all that apply):

☐ Mathematics ☐ Physics ☐ Chemistry ☐ Computer Science ☐ Engineering

Have you been a tutor or TA before? ☐ Yes ☐ No

If so, which class(es) did you tutor/teach and where? _____

Do you have any other experience teaching? ☐ Yes ☐ No

Do you have any other experience tutoring? ☐ Yes ☐ No

If yes for either, what type of experience? _____

Have you had any formal training that would make you qualified for this position?

Are you employed at UCF in another office/department? ☐ Yes ☐ No

If yes, in which office/department? _____

If yes, are you: ☐ Grad Hourly ☐ Graduate Contract (GTA, GRA, GA)

Please continue onto the next section.



The Center for Initiatives in STEM

For Section II: Educational Background

Please indicate your academic standing as of the end of the current semester:

☐ Masters non-thesis

☐ Masters thesis

☐ Doctoral

Program of Study: _____

Certificates: _____

Anticipated Degree Date: _____

Scholastic honors: _____

List your extracurricular involvement: _____

What is your cumulative UCF GPA? _____

For Section III: Essays

Please type responses to the following questions on a separate page and attach your responses to your application.

1. Why are you interested in being a tutor?
2. What three characteristics do you possess that would qualify you for this position?
3. Think about a time when you helped someone academically. What did you do that proved to be most helpful? What did you do that did NOT prove to be particularly helpful? Describe some of the study techniques that you have or will use when you tutor.

END OF APPLICATION

Please attach a current resume and unofficial undergraduate transcript to this application and email all to:

sarah.evans@ucf.edu

By January 4th by 5pm