

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** (copies printed from VIP are acceptable).

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | | | **Date** |  |
| **Academic**  **Standing** | \_\_\_\_Freshman \_\_\_\_Sophomore \_\_\_\_Junior \_\_\_\_Senior  \_\_\_\_Master’s Program \_\_\_\_Ph.D. Program  \_\_\_\_Community Member (not currently enrolled) | | | **Expected**  **Graduation** |  |
| **Major/**  **Degree**  **Program** |  | | | **Cumulative**  **GPA** |  |
| **Primary**  **Phone #** |  | | **VIP ID#** |  | |
| **E-mail** |  | | | | |
| **Position** | \_\_\_\_\_\_Tutor | \_\_\_\_\_\_Academic Mentor | | | |

Do you check email daily? \_\_\_\_Yes \_\_\_\_No

*For Office Use Only*

App submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

On: \_\_\_\_\_\_\_\_\_\_\_\_\_

Rec’d by R.I. on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

International?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dual?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hrs/Wk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hrs/Wk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sunday (5pm-10pm)** | **Monday**  **(8am-10pm)** | **Tuesday**  **(8am-10pm)** | **Wednesday**  **(8am-10pm)** | **Thursday**  **(8am-10pm)** | **Friday**  **(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:**

|  |  |
| --- | --- |
| **Position #1:** | |
| **Location:** | **Dates:** |
| **Job Duties:** | |
| **Position #2:** | |
| **Location:** | **Dates:** |
| **Job Duties:** | |

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.

***Please return your completed application with college transcript and/or resume to:***

[**AECES@mailbox.sc.edu**](mailto:AECES@mailbox.sc.edu)

**Enrichment Services Assistant Dodie Academic Enrichment Center**

**1302 Heyward St Columbia, SC 29209**

**(803)777-5133**