



MaRCS

Math Resource Center for Students

Tutor Application

Submit completed application in person at MaRCS (Library 218) or by email to madelgado8@utep.edu

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ UTEP Email: _____

Anticipated Graduation Date: _____ Major: _____
 Overall GPA: _____ Last Semester GPA: _____ Major GPA: _____

Classification: **Graduate** **Senior** **Junior** **Sophomore** **Freshman**

Are you currently working anywhere else on campus? YES NO
 If yes, in what department? _____

If yes how many hours per week? _____ What is your job assignment? _____

If hired as a tutor, would you want to continue that job while also tutoring? YES NO

If yes, please explain: _____

Tutoring Skills/Experience

List any foreign languages that you can read and write: _____

List the subjects you feel qualified to tutor: _____

Why do you wish to work as a tutor? _____

Why do you feel you will make a good tutor? _____

What do you perceive as the responsibilities of a tutor? _____

List any previous tutoring or teaching experience: _____

References

Please identify two professors in Mathematics, Physics or Engineering who will act as references:

1. _____
2. _____

Desired Job Qualifications

1. Must be of sophomore or higher classification and have completed one or more semesters at UTEP.
 2. A minimum cumulative Grade Point Average of 3.0 and 3.0 in all Mathematics courses.
 3. Must have completed Calculus II.
 4. Must be able to communicate well orally and relate meaningfully with fellow students as determined in a personal interview.
 5. Must be responsible and willing to work under supervision.
 6. Previous experience in either teaching or tutoring would be most helpful.
 7. Two strong recommendations from the University faculty or administrators.
 8. Must have no campus disciplinary record.
 9. Prospective tutors may be asked to complete a proficiency test in Mathematics.
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Job Requirements

1. Maintain a 3.0 Grade Point Average each semester they are employed.
 2. Must have passed all portions of Texas Success Initiative.
 3. Participate in initial and ongoing training programs as requested.
 4. Become familiar with all services of the MaRCS and related services.
 5. Tutor students individually both in subject matter, and studying and learning skills.
 6. Adhere to a predetermined work schedule and keep record of hours worked.
 7. Maintain adequate records as required.
 8. Dress appropriately and behave professionally.
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The University of Texas at El Paso and the MaRCS do not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran's status or sexual orientation in employment or the provision of services.

HOUSE BILL 1922 NOTICE REQUIREMENTS

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.02 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.



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Reference for Tutoring Position

Dear _____

_____ has used your name as a reference for a tutoring position in Mathematics at the Mathematics Resource Center for Students (MaRCS). We want to hire the best qualified tutors, and it is important for us to know whether you recommend this student.

In consideration of your time, the reference form has been designed as a checklist. However, please feel free to add comments or to call us at 747-6754.

Thank you for your help. Kindly send your recommendation by email to Martha Delgado, madelgado8@utep.edu.

Sincerely,

Joe A. Guthrie, Director
Martha Delgado, Office Supervisor
MaRCS

Reference Form

Student Name: _____

Qualifications	Highly Recommend	Recommend	Do not Recommend	Insufficient Information:
Capable of tutoring in Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to communicate and relate meaningfully to other students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsible and willing to work under supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How do you know the student:

Additional comments: _____

Professor's Signature

Date

I hereby authorize the above named professor to release the requested information to the professional staff of the MaRCS. I do / do not waive access to this information.

Student's Signature

Date



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