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 #			
E-mail			
Position	____Tutor	____Academic Mentor	

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: _____ 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	Monday	Tuesday	Wednesday	Thursday	Friday
Evening (5pm and after):	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:

How many hours per week are you available 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 return your completed application with college transcript and/or resume to:

AECES@mailbox.sc.edu

Enrichment Services Assistant
Dodie Academic Enrichment Center
1302 Heyward St
Columbia, SC 29209

(803)777-5133