

# Central Referral/Tutor Matcher Position

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## Expectation/Requirements

- Must be currently enrolled at Suffolk University
- Required to maintain a minimum cumulative GPA of 2.6

## Responsibilities

The primary role of this position is to assist with the daily operation and overall management of TutorTrac, the appointment scheduling system of the Ballotti Learning Center. Central Referral and Tutor Matcher students will also: answer the phone, receive guests who enter the BLC, attend monthly professional development meetings, attend all employee meetings, and other clerical duties as assigned.

## Hours

Central Referral and Tutor Matchers work between 6-10 hours per week. The maximum number of hours a CR/TM can work is 19.75 hours per week for all campus employment (including all other work study and on-campus paid positions).

CR/TM staff will be assigned a specific weekly coverage schedule based on their availability and the needs of the Ballotti Learning Center.

## Pay Rate

Currently starting at \$8.20 per hour.

Please submit completed applications to Donahue 208 or to the following address:

**Ballotti Learning Center**  
**Suffolk University**  
**41 Temple Street, Suite 208**  
**Boston, MA 02114**

**ATTN: Meaghan Shea, Staff Assistant**

Have additional questions? Please contact Meaghan Shea at the Ballotti Learning Center at (617) 573-8235 or [mshea@suffolk.edu](mailto:mshea@suffolk.edu).

# Application for CR/TM

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NAME: \_\_\_\_\_  
(Last) (First) (Middle)

LOCAL ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

PERMANENT ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

YEAR IN SCHOOL: Freshman Sophomore Junior Senior

STUDENT ID: \_\_\_\_\_ EXPECTED GRADUATION YEAR: \_\_\_\_\_

CUMULATIVE GPA: \_\_\_\_\_ MAJOR: \_\_\_\_\_

SCHOOL: CAS SBS MINOR: \_\_\_\_\_  
(Please circle one)

DO YOU CURRENTLY POSSESS A SOCIAL SECURITY CARD? YES NO  
(Please circle one)

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMERGENCY CONTACT INFORMATION

NAME: \_\_\_\_\_ RELATION TO YOU: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK/CELL PHONE: \_\_\_\_\_

