

Student Services Program Application

Ballotti Learning Center

Suffolk University

Donahue 208

41 Temple Street

Boston, Ma

(617) 573-8235

Student Services Information

The Ballotti Learning Center:

The Ballotti Learning Center is an on-campus resource focused on empowering all Suffolk University students to reach their highest academic potential. Tutors and Study Group Leaders help students gain a deeper understanding of challenging course content and assist them in developing strong academic skills so that they become better students overall. Tutors and Study Group Leaders work with students who are struggling with course content as well as those who are just looking to turn a B into an A. Tutors work with students individually and by appointment in the BLC, while, the leaders facilitate weekly, informal, drop-in study sessions in designated classrooms.

General Requirements:

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- Must be currently enrolled at Suffolk University
 - Must maintain a minimum cumulative GPA of 3.0 for undergraduate
 - Study Group Leaders must earn at least a 3.3 in the class for which they are facilitating the review session
 - Possess a social security number prior to the start of classes.

General Expectations:

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- Participate in and complete the Student Services comprehensive and nationally certified (CRLA) training program.
 - Be punctual, present and actively engaged in all meetings, trainings and events.
 - Serve as a role model and mentor to Suffolk students. Our staff members represent the BLC and Suffolk University.
 - Complete paperwork necessary to maintain program standards.

Award:

Undergraduate: \$8.50 per hour
Graduate: \$13.00 per hour

Hours:

8-10 hours per week
Maximum 19.75 hours per week

Job Advantages:

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- Opportunity to gain leadership experience
 - Strengthen academic skills and knowledge in relevant content areas
 - Obtain national tutor certification through the College of Reading and Learning Association (CRLA)
 - Great resume builder
 - Gain satisfaction in assisting others
 - Flexible hours
 - Scholarship and Fellowship opportunities

Application Check List:

To apply for a Student Services position, please submit the following documents:

- Application for Student Services Position
- A copy of your current resume
- Current and previous academic transcripts (Unofficial acceptable)
- The names of two references (At least one must be faculty)

Application for Student Services Position

NAME: _____
(Last) (First) (Middle)

STUDENT ID: _____

LOCAL ADDRESS:

(City) (State) (Zip Code)

DO YOU CURRENTLY POSSES A SOCIAL SECURITY CARD? Yes No

HOME PHONE: () CELL PHONE: ()

EMAIL ADDRESS:

YEAR IN SCHOOL: Freshman Sophomore Junior Senior Graduate

EXPECTED YEAR OF GRADUATION:

SCHOOL: CAS SBS MAJOR: CUMULATIVE GPA:
(Please Circle) NESAD
MINOR:

PREVIOUS DEGREES RECEIVED: _____
(Please leave blank if not applicable)

PLEASE CHECK IF YOU RECEIVE ANY OF THE FOLLOWING:

Work Study: Student Employment: Fellowship: Scholarship:
Amount: _____ Department: _____ Which one: _____
Hours/week: _____ Hours/week: _____

DO YOU WORK IN ANY OTHER DEPARTMENTS AT SUFFOLK UNIVERSITY? Yes No

WHICH DEPARTMENT? _____ HOW MANY HOURS PER WEEK? _____

DO YOU WORK OFF CAMPUS?

Yes No

WHERE? _____ HOW MANY HOURS PER WEEK? _____

REFERENCES: *(Please, provide the names of your two references. At least one must be a faculty member.)*

REFERENCE #1:

NAME: _____

PHONE: () _____

DEPARTMENT: _____

REFERENCE #2:

NAME: _____

PHONE: () _____

DEPARTMENT: _____

AT THIS TIME I AM INTERESTED IN APPLYING FOR:

_____ **INDIVIDUAL TUTORING** _____ **STUDY GROUP LEADER**

_____ **BOTH POSITIONS**

IF HIRED AS A STUDENT SERVICES STAFF MEMBER:

*(**Please initial the statements to complete agreement**)*

I agree to complete all necessary training for the position.

I agree to attend and participate in a one-hour support session every week.

SIGNATURE: _____ **DATE:** _____