

**Academic Assistant/Tutor Applicant Information**

The Office of Supportive Services (OSS) at Michigan State University is committed to creating and maintaining a student centered learning environment that encourages academic excellence; values the importance of an education that promotes a global vision; and nurtures and facilitates movement toward academic achievement and personal goals of students. OSS serves MSU students who are active participants in the TRIO Student Support Services (SSS) program.

The Academic Assistance staff works directly with undergraduate TRIO SSS students to create a culture where academic excellence is the primary goal by providing support that enhances what is available on campus and facilitates an active and collaborative learning environment.

Contact: Jamillah Gross-Caldwell  
Office of Supportive Services, TRIO SSS Program  
434 Farm Lane, Room 209 Bessey Hall  
East Lansing, MI 48824  
Main Office: 517-353-5210  
Fax: 517-432-2962  
[grossjam@msu.edu](mailto:grossjam@msu.edu)

**Qualifications:**

- Current Michigan State University student.
- MSU Cumulative GPA of 3.0 or better.
- Course grade of 3.5 or better to qualify you as an academic assistant/tutor for each course.
- Ability to work independently with integrity; you will represent the SSS program.
- Be an excellent team player, you will be part of a staff with high visibility to others.
- Have a high level of energy and enthusiasm; your job is to motivate SSS students.
- Have excellent communication skills; you must be able to exchange information and ideas in various formats with students from diverse experiences.
- Demonstrate a clear understanding of the TRIO SSS student population served by the Office of Supportive Services.
- Display a high level of cultural competency and sensitivity to the needs of diverse students.
- Demonstrate dependability and a commitment to continuous improvement.
- Prior experience is desired.

## Requirements:

- Complete a new application for each semester of employment.
- Submit a current unofficial transcript for verification of course grades and GPA.
- Submit a current resume detailing experience, community service, campus involvement and academic achievement.
- Provide the names of 2 academic faculty/ staff as professional references.
- Disclose all other current employment, on or off campus.
- Agree to sign a photo and media waiver and confidentiality agreement upon hire.
- Certify eligibility to work in the US through completion of I-9 form upon hire.

## Responsibilities:

- Be prompt, prepared, and have a positive attitude at work.
- Attend required orientation, trainings, team meetings workshops and events.
- Maintain a minimum of 80% participation in all scheduled sessions and meetings.
- Provide adequate notice of schedule changes and absences.
- Engage students in activities that deepen their learning.
- Serve as a liaison between students and program staff.
- Complete session and program evaluations as required.
- Assist in marketing and program promotion on campus.
- Dress appropriately for the workplace and program events.
- Perform other responsibilities as assigned by program supervisors.

## Conditions of Employment:

- Maintain enrollment at the university for the semester you are employed.
- No unexcused absences or cancellations without prior approval.
- You will be required to participate in ongoing paid training during the semester to maintain your employment with the program.
- Meet program expectations and adhere to the dress code at all times.
- Support an equal opportunity, anti-discrimination, affirmative action working environment.
- Maintain a drug, alcohol, and violence free workplace.
- Maintain an environment that is fair, humane, responsible and free from sexual harassment.
- Follow FERPA and MSU guidelines for handling sensitive information.
- Provide advance requests for changes to work schedule.

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MSU is an affirmative-action, equal-opportunity employer.*



1<sup>st</sup> Major:

Minor:

2<sup>nd</sup> Major:

GPA:

Classification:

Freshman

Sophomore

Junior

Senior

Graduate

Other

How many credits are you registered for this semester? \_\_\_

Do you have Federal Work Study?  Yes  No

Do you work for another department on campus?  Yes  No

If yes, which department?

Position

Hours per week

Do you work elsewhere?  Yes  No

If yes, who is your employer?

Position

Hours per week

## REFERENCES

List two MSU faculty/ academic staff that will recommend you for this position.  
References will be contacted by program staff.

Name:

Name:

Dept.:

Dept.:

Phone #:

Phone:

Email:

Email:

How did you learn of this position?

Have you ever been convicted of a criminal offense other than a minor traffic violation, or are there criminal charges pending against you at this time? If yes, please explain.

**Your answers to the following questions and comments are important in our hiring decisions. Please give some thought to them to help us learn more about you.**

1. Please list past experiences tutoring or working with individuals or groups (paid or volunteer), especially with people who come from backgrounds similar to TRIO Student Support Services (SSS) students.

2. What strengths and qualities do you possess that qualify you for this position?

3. What has been your most significant challenge in achieving a higher education? What have you learned from this experience, and how would you relate that to other students?

4. What expectations do you have of this position and how does the experience benefit you?

List only the times you are available **AND** desire to work Sunday through Saturday between 8:00 AM and 8:00 PM.

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

List the courses for which you can provide strong academic assistance **AND** have earned a grade 3.5 or better. (Transfer courses must have MSU equivalent and transcript attached.)

Please return the completed application with transcript and resume to Jamillah Gross-Caldwell or email to [grossjam@msu.edu](mailto:grossjam@msu.edu) (517) 353-5210.

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