

# How to Apply

## To Apply

1

First make sure you read the requirements listed on the right before you apply

2

Follow the submission instructions on the webpage below to download & submit the required application documents and background check form

<http://tamut.edu/Academics/Student-Support/Success-Center/Apply.html>

3

### **Tutor, SI, and GAs only**

All applicants, except evening attendants, must have professors submit three letters of recommendation. For specific letter requirements and submission instructions see the above link.

# Positions

## Tutors

- Available to students for 1-on-1 and group tutoring in the Success Center
- Pay starts at \$9.00 an hour for undergrads and \$12.00 an hour with a bachelors in the subject you tutor
- Up to 19 hours a week

## SI leader

- SI embeds a tutor in difficult classes who have already taken the class
- Works with instructor in class and leads study groups outside of class
- \$1,728 stipend each semester
- 5-10 hours a week

## Graduate Assistant

- Must be a current A&M grad student with tutoring experience
- Assists with training tutors, managing tutor schedules, and other administrative tasks related to tutoring
- \$12.50 an hour, up to 15 hours a week, and \$500 per-semester for classes

## Evening Attendant

- Front-desk support, monitoring and assisting students after office-hours, along with light closing duties
- Must be available 5-9 M-Th
- Must be eligible for federal work-study
- \$8.00 an hour for 16 hours a week

# Requirements

## Requirements

- Have and maintain a 3.0 GPA or higher
- Possess strong content knowledge and the ability to express that knowledge to others
- Submit application documents and background check
- Tutor, SI, and GA applicants must have professors submit three letters of recommendations (see instructions on the left for details)

## Tutors/SIs must be able to

- Maintain accurate records of tutoring
- Keep regular, consistent email correspondence with faculty, staff, and students
- Manage student referral case-loads within scheduling and referral software
- Attend regular mandatory training
- Perform other duties as required

Further Details on Back 

## The Benefits

- We work around student schedules
- Master your content area by teaching it to others
- Strengthen relationships with faculty in your subject field
- Develop professional skills that will serve you in any job

### Already in Hire-an-Eagle?

If you already have an account, you can apply to Success Center positions from within Hire-an-Eagle. Simply search for "Success Center" under the



CAREER DEVELOPMENT  
TEXAS A&M UNIVERSITY-TEXARKANA

*Hire an Eagle*

<https://app.purplebriefcase.com/pb/account/login/>

"My Jobs" tab to see available positions.

Follow the instructions to apply.



Office of Student  
Success

Texas A&M University -Texarkana  
7101 University Dr.  
Texarkana, TX 75503  
in University Center suite 330

# How to

# Apply

# in the SSC

for Tutor,  
SI, Graduate  
Assistant, and  
Student Worker  
positions



## Questions or Concerns?

Contact us at [tutors@tamut.edu](mailto:tutors@tamut.edu) or  
by calling 903-334-6724