General Information

Kansas State University
Academic Achievement Center (AAC)
Student Employment Application

The AAC hires student office staff and peer tutors for our various tutoring locations.

Office staff can work for the main AAC office in Holton Hall, Tutoring Services in Holtz Hall, and the University Success Center kiosk in Holton Hall.

[To learn more about these positions before applying, view positions descriptions here.](#)

General Information

Name:

Phone Number:

K-State Email:

[   ]

WID:

[   ]

Year at K-State:

☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior
☐ Graduate student

Major:

[   ]

Cumulative GPA:

[   ]

Position:

○ Tutor
○ Upward Bound Tutor
○ Office Staff (Academic Achievement Center and Tutoring Services)

How did you hear about the AAC?

- [ ] Handshake
- [ ] Twitter
- [ ] K-State Website
- [ ] Email
- [ ] Friend/Peer
- [ ] Professor/Staff/Advisor
- [ ] [   ] Other

TUTOR - Availability Overview

Tutoring Availability

Desired Hours Per Week

Minimum [   ]

Maximum [   ]

Types of Tutoring:

Appointment Tutoring:

Appointment tutoring is scheduled 50-minute small-group sessions in a wide variety of courses. You can tutor any courses* you've received an A or B and are willing to cover via appointment tutoring. You only report to work when a student schedules an appointment with you.

*English classes are covered exclusively by the Writing Center.

Drop-In Tutoring:

Drop-in tutoring is on-demand in our popular courses. With drop-in, there is no need to schedule in advance, and sessions are hosted in different locations across campus to best serve students. You must be able to cover at least two of the listed courses in a subject to be eligible for drop-in You report to work during your scheduled shift(s).

Math Drop-In: MATH-100, MATH-205 MATH-220, MATH-221, MATH-222, MATH-340
Chemistry Drop-In: CHM-110, CHM-210, CHM-230, CHM-350
Biology Drop-In: BIOL-198, BIOL-341, BIOL-450
Physics Drop-In: PHYS-113, PHYS-114, PHYS-213, PHYS-214

College of Business Drop-In: ECON-110, ECON-120, FINAN-450, STAT-350

Which type(s) of tutoring do you want to work? (Select all that apply)

☐ Drop-in Tutor
☐ Appointment Tutor

TUTOR - Drop-In

What Drop-In(s) would you like to cover?

☐ Math Drop-In
☐ Chemistry Drop-In
☐ Biology Drop-In
☐ Physics Drop-In
☐ College of Business Drop-In

What math courses can you cover?

☐ MATH-100   ☐ MATH-222

☐ MATH-205

☐ MATH-220

☐ MATH-221

☐ MATH-340

☐ Additional courses

[   ]

What chemistry courses can you cover?

☐ CHM-110

☐ CHM-210

☐ CHM-220

☐ CHM-250

☐ Additional courses

[   ]

What biology courses can you cover?

☐ BIOL-198

☐ BIOL-341

☐ BIOL-450

☐ Additional courses

[   ]

What physics courses can you cover?

☐ PHYS-113

☐ PHYS-114

☐ PHYS-213

☐ PHYS-214

☐ Additional courses

[   ]

What College of Business Drop-In courses can you cover?

☐ ECON-110

☐ ECON-120

☐ FINAN-450

☐ STAT-350

Please share a tentative schedule of when you're able to work drop-in tutoring.

	Sunday	Monday	Tuesday	Wednesday	Thursday
8:30AM to 10:30AM	☐	☐	☐	☐	☐
10:30AM to 12:30PM	☐	☐	☐	☐	☐
12:30PM to 2:30PM	☐	☐	☐	☐	☐
2:30PM to 4:30PM	☐	☐	☐	☐	☐
4:30PM to 6:30PM	☐	☐	☐	☐	☐
6:30PM to 9:30PM	☐	☐	☐	☐	☐

Please rate the drop-in location based on your preference.

College of Business

Holtz Hall

Kramer Dining Center

Hale Library

Morris Family Multicultural Student Center

TUTOR - Appointment

What courses would you like to tutor? **Please use the COURSECODE-### format.**

Requirements to cover a course:
- Received an A or B in the course.
- Taken the course at K-State (expectations are allowed for MATH-100, COMM-105, etc.)
- Be comfortable with the content of the course enough to tutor it.

Please note: all English courses are covered exclusively by the Writing Center.

Please share a tentative schedule of when you'd have appointment availability.

(There is no tutoring before 1:30PM on Sundays or after 4:30PM on Fridays)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8:30AM to 9:30AM	☐	☐	☐	☐	☐	☐
9:30AM to 10:30AM	☐	☐	☐	☐	☐	☐
10:30AM to 11:30AM	☐	☐	☐	☐	☐	☐
11:30AM to 12:30PM	☐	☐	☐	☐	☐	☐
12:30PM to 1:30PM	☐	☐	☐	☐	☐	☐
1:30PM to 2:30PM	☐	☐	☐	☐	☐	☐
2:30PM to 3:30PM	☐	☐	☐	☐	☐	☐
3:30PM to 4:30PM	☐	☐	☐	☐	☐	☐
4:30PM to 5:30PM	☐	☐	☐	☐	☐	☐
5:30PM to 6:30PM	☐	☐	☐	☐	☐	☐
6:30PM to 7:30PM	☐	☐	☐	☐	☐	☐
7:30PM to 8:30PM	☐	☐	☐	☐	☐	☐
8:30PM to 9:30PM	☐	☐	☐	☐	☐	☐

TUTOR - Upward Bound

What high school courses would you like to cover?

☐ Math (geometry, algebra, pre-calculus, and calculus)
☐ Chemistry
☐ Biology

☐ History

☐ Writing

☐ [_____] Other

Please share a tentative schedule of when you're able to tutor. (Upward Bound Tutoring has historically been hosted only Monday through Wednesday)

	Sunday	Monday	Tuesday	Wednesday	Thursday
6:00PM to 7:00PM	☐	☐	☐	☐	☐
7:00PM to 8:00PM	☐	☐	☐	☐	☐
8:00PM to 9:00PM	☐	☐	☐	☐	☐

OFFICE STAFF - Availability

Availability

Minimum number of hours desired per week:

[_____]

Maximum number of hours desired per week:

[_____]

Please select the hours that you **ARE** available to work.

(There is no office staff before 5:30PM on Sundays or after 4:30PM on Fridays)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30a	☐	☐	☐	☐	☐	☐
8:30-9:00a	☐	☐	☐	☐	☐	☐
9:00-9:30a	☐	☐	☐	☐	☐	☐

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:00a	☐	☐	☐	☐	☐	☐
10:00-10:30a	☐	☐	☐	☐	☐	☐
10:30-11:00a	☐	☐	☐	☐	☐	☐
11:00-11:30a	☐	☐	☐	☐	☐	☐
11:30-12:00p	☐	☐	☐	☐	☐	☐
12:00-12:30p	☐	☐	☐	☐	☐	☐
12:30-1:00p	☐	☐	☐	☐	☐	☐
1:00-1:30p	☐	☐	☐	☐	☐	☐
1:30-2:00p	☐	☐	☐	☐	☐	☐
2:00-2:30p	☐	☐	☐	☐	☐	☐
2:30-3:00p	☐	☐	☐	☐	☐	☐
3:00-3:30p	☐	☐	☐	☐	☐	☐
3:30-4:00p	☐	☐	☐	☐	☐	☐
4:00-4:30p	☐	☐	☐	☐	☐	☐
4:30-5:00p	☐	☐	☐	☐	☐	☐
5:00-5:30p	☐	☐	☐	☐	☐	☐
5:30-6:00p	☐	☐	☐	☐	☐	☐
6:00-6:30p	☐	☐	☐	☐	☐	☐
6:30-7:00p	☐	☐	☐	☐	☐	☐
7:00-7:30p	☐	☐	☐	☐	☐	☐
7:30-8:00p	☐	☐	☐	☐	☐	☐
8:00-8:30p	☐	☐	☐	☐	☐	☐
8:30-9:00p	☐	☐	☐	☐	☐	☐
9:00-9:30p	☐	☐	☐	☐	☐	☐

ALL - REFERENCES

Reference 1:

First and Last Name:

Professional Title:

Phone Number:

Email:

Reference 2:

First and Last Name:

Professional Title:

Phone Number:

Email:

OFFICE STAFF- Supplemental Questions

Questions

Discuss any prior help desk, customer service, and/or leadership experience that you feel has prepared you for the role of an office staff member.
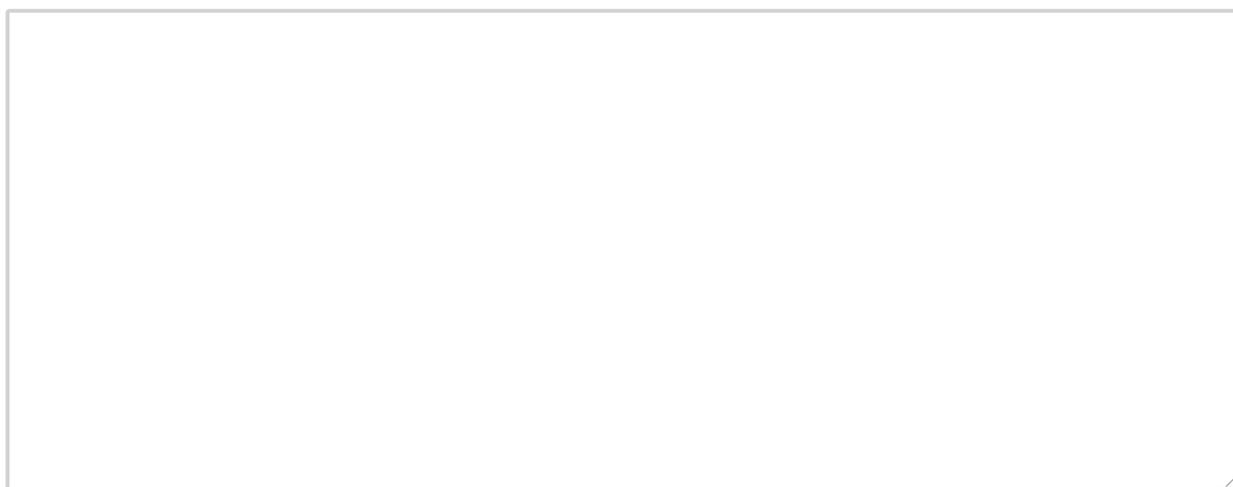
Explain why you wish to work for the Academic Achievement Center as office staff and what strengths you would bring to the team.
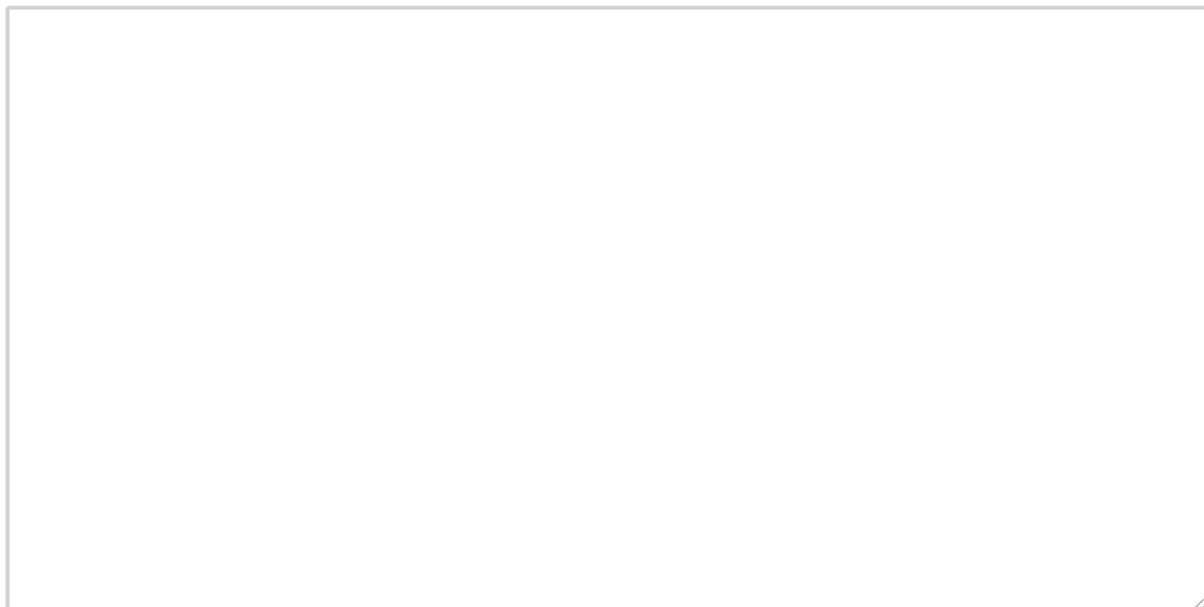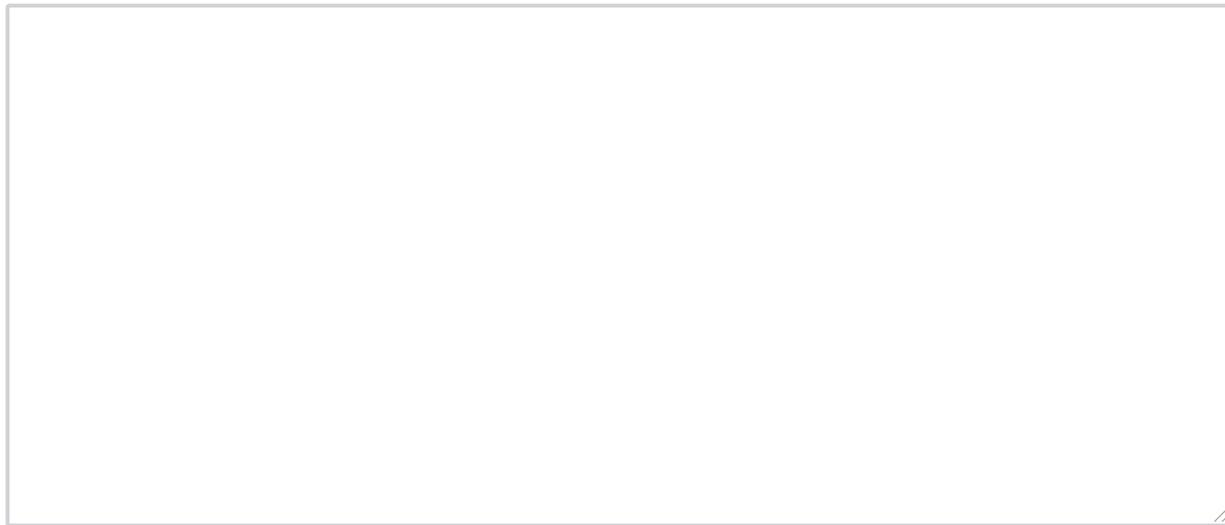
TUTOR - Supplemental Questions

Questions

Discuss any prior teaching, coaching, and/or leadership experience that you feel has prepared you for the role of tutor.

Explain why you wish to work for the Academic Achievement Center Tutoring Services and what strengths you would bring to the team.

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