(Part I) ULC Learning Assistant Online Application Form Instructions:

Please note that you will not be able to save your application to complete later, so prepare to complete it in one sitting. Read through the following information before beginning your application. We will not provide any more details about the application questions – use your best judgment in providing your answers.

Basic Information and General Background

This section asks for basic information including your school and expected date of graduation (month, year). We also ask if you have worked for NYU before, and whether you are eligible for Work Study. Some of our positions are funded through Work Study, but it is not a requirement for all positions.

We ask you to list the maximum number of hours per week you can commit to the ULC. Please consider this a commitment when you answer it. Although you may not be staffed for the maximum hours you list, we prefer dedicated staff who can commit 14-16 hours per week. Generally, we try to staff students for two or three shifts that cover 8-12 hours per week, giving you flexibility to pick up hours as needed.

Academics and Courses

NOTE: to be eligible to apply, you must have a minimum overall (cumulative) GPA of 3.5 and earned an A-minus or A in any course which you would like to tutor. You must also be willing to tutor at least three courses (two-part courses are counted as two courses – e.g. Gen Chem I, Gen Chem II, and Calculus I). Preference is given to students who can tutor in multiple areas, and many of our Learning Assistants tutor at least 6-10 different classes.

You will need the following information to answer questions in this section:

- Major GPA(s)
- Overall (cumulative) GPA
- Specific course information for every course you would like to tutor, including: Course number, full course title, instructor, term & year you took the course, and your grade.

You may list current courses if you anticipate earning a minimum of an A-minus in the course, but please leave the “Grade” field blank for those courses.
The ULC staff is responsible for preparing and leading several weekly group sessions. You are asked to check which ones you would be willing to lead, and if selected, you may be assigned to one of these based on your answer in your application:

- **General Chemistry PTs**: Peer Tutoring sessions in support of Gen Chem I and II. PT Leaders are responsible for creating their worksheets and leading their groups weekly.
- **Organic Chemistry PTs**: Similar in design to Gen Chem PTs, these sessions are offered in support of Organic Chemistry I or II (Fall or Spring). Leaders are responsible for preparing worksheets and leading these groups weekly.
- **Principles of Biology PTs**: Bio PT leaders are responsible for contributing to and correcting a bank of multiple choice questions created by past PT leaders. PT Leaders must be comfortable leading students through these questions and explaining multiple choice answers – right and wrong.
- **Bio Bits**: Topic-specific weekly review sessions. Leaders are responsible for determining the topics they will cover and providing a timeline, as well as designing and leading their review sessions weekly.
- **Proofreading Clinics**: Regular, small group sessions in which a Learning Assistant goes over proofreading strategies and gives students an opportunity to proofread their own (or each other’s) papers. Some grammar and mechanical issues might also be addressed.
- **Writing Reviews**: Designed for non-native English writers, these small group sessions go over grammar points and common writing mistakes to recognize and avoid.
- **Conversation Circles**: Designed for non-native English speakers, these small group sessions give students an opportunity to practice speaking and increasing fluency and comfort with the English language.
- **Foreign Language Series**: These small group sessions give students in foreign language classes an opportunity to practice speaking in that language.

**References**

Two references in support of your application are required. At least one must be from a professor at NYU in any one of the subjects you would like to tutor; the second reference should also be from a professor, but can be an NYU administrator or a supervisor from a part-time job who can speak to your qualities as a candidate for the ULC. References should NOT be from relatives.

You are responsible for providing your references with a link to our Reference Form (included below and on our website), and requesting it to be submitted by our deadline. Please remember to note whether or not you have waived your right to see their recommendation in your email. (We recommend that you waive your right to see their form, ensuring confidentiality.)

Copy and paste the following address, or copy and paste the link from our website:
https://ulcnyu.wufoo.com/forms/university-learning-center-reference-la/
Certification

By typing in your name and submitting this application, you are certifying that you have read and understand the position description for the University Learning Center Learning Assistant, and that you have provided true and accurate information in your application. You are also committing to the ULC Team’s mandatory all-staff training sessions.

Once you have submitted your complete application with your name as your electronic signature on the last page, your application will be reviewed. Applications are reviewed on a rolling basis, so we encourage you to apply early.

*If you need to go back to complete an answer, type "INCOMPLETE" instead of your name in the certification field and we will not review your application. To go back to your responses, click the "Edit your response" link in the confirmation email. Once you have completed it, however, you must remember to certify the truth of the application by typing your name (instead of "incomplete"); otherwise, your application will not be reviewed.

After you have submitted your Online Application form, you must complete Parts 2 (Resume), 3 (Scheduling Grid) and 4 (References).