



Wesley College Department of Student Success & Retention (SSR) Student Workers

The Department of Student Success & Retention has the following positions available:

- ASC/TC Monitor – supervises assigned area and, if qualified, tutors as needed.
- Test Proctor for Disability Support Services (Experience as ASC Monitor required)
- Office Assistant for Career Development, Academic Advising, or Student Success Outreach

The ASC is open for tutoring: Mon.-Fri. 8AM-9PM ** Hours subject to change.

Monitors are needed Mon.-Thurs. 8AM-9PM, Fri. 8AM-4PM ** Hours subject to change.

Test Proctors are needed Mon.-Thurs. 8AM-4 PM ** Hours subject to change.

Qualifications

1. Student with good study habits and good academic standing (2.5 or higher **overall** GPA).
2. Exemplary personal behavior.
3. Interest in helping others to achieve academic success.

Job Description

1. Be on time and stay for your scheduled hours. Attend all in-service training activities (i.e., staff meetings, on-going training, and discussion sessions).
2. See specific job descriptions for more complete descriptions.
3. Test Proctors must first have successful experience as monitors.
4. **FAILURE TO COMPLY WITH JOB RESPONSIBILITIES AND THE SSR STUDENT WORKER HANDBOOK WILL RESULT IN DISMISSAL.**

Remuneration

1. The position entails an average work commitment of seven to twelve hours weekly (but may vary) and is a paid position beginning at minimum wage and following federal standards for work study.
2. **All workers must be trained.**
3. Wage rate will reflect BOTH training and experience level.
4. Additional training will be offered throughout the semester.

Application Procedures

1. Return completed application form to the ASC Coordinator, Parker Library 107A.
2. Eligible candidates will be contacted for an interview.
3. New student workers will be required to attend any new training sessions.
4. Returning workers will be required to submit an updated application, FERPA form, and confidentiality agreement to SSR. Updated financial documentation must be submitted to Human Resources. They will also be required to attend any training sessions.

For additional information contact
Justin Blank, ASC Coordinator
Parker Library 107A
(302) 736-2495

APPLICATION for SSR STUDENT WORKERS

Name: _____ Wesley ID# _____
 Last First M.I.

Local Address: _____
 Res. Hall & Room Number./Street *Town* *State* *ZIP*

Local phone number: _____ Cell phone number: _____

Wesley College E-Mail Address: _____@email.wesley.edu
(Please Note: ALL SSR CORRESPONDENCE WILL BE THROUGH WESLEY EMAIL)

Personal Email Address: _____

College Major: _____ Cumulative GPA: _____

Current Class Standing this semester:

- Freshman Sophomore Junior Senior Grad Student

Circle the position you are seeking:

- ASC Monitor Test Proctor Office Assistant Nighttime Supervisor

What particular skills or experiences do you bring to the position?

What are your personal strengths and challenges? How will these affect your job performance?

Have you had any special experiences with people with learning disabled individuals or people with disabilities? If so, explain briefly.

Why do you want to be a student worker in the Department of Student Success & Retention?

Statement of Integrity

I understand that I am seeking an advanced leadership position and will serve as an academic and social role model for all students who access Student Success & Retention services. As such, I authorize the Department of SSR to check both my academic and judicial records to determine my eligibility for the position. If hired as a Student Worker, I understand that violating Wesley College's policies, including those prohibiting alcohol use, can result in the termination of duties assigned to me.

Signature _____ Date _____

- Return **completed** application to the Academic Success Center (PL107A).
- Complete financial/identification documentation and bring copies of two (2) forms of ID to Human Resources in CC318.
- Submit materials by _____.
- Make an appointment for an interview.
- Sign and hand in a *Confidentiality Agreement*.