

Current Math
Class:

BAKER CENTER AT THE LEARNING COMMONS Reception Desk Application

Semester Applying to Work: **Spring, Summer, Fall** _____ (Year)
(circle one)

Name: _____

Birthdate: _____

Address: _____

TC3 ID Card # _____

E-Mail : _____

TC3 E-Mail: _____

Phone: _____

Cell Phone: _____

of semesters at TC3: _____

Are you eligible for Workstudy as part of your
financial aid? YES NO

Please list prior work experience.

Would you like us to contact you by text-messaging?

YES NO

Are you a U.S. Citizen? YES NO

If NO, what type of visa do you hold?

Have you ever been convicted of a criminal offense or are
there criminal charges pending?

YES NO

If YES, please explain fully on reverse side or separate
sheet.

	Place of Employment and Dates Worked	Position	Supervisor	Phone #
1.				
2.				

Have you previously worked in any TC3 offices or programs? If so, who was your supervisor?

YES ____ NO ____

Supervisor: _____ Contact Information: _____

Office Skills

Which of the following programs are you familiar with?			
	Very Familiar	Somewhat Familiar	Never Used
Microsoft Word			
Microsoft Excel			
Microsoft Publisher			
Microsoft Access			
Copy Machine			
Rate yourself on the following:			
	Excellent	Good	Poor
Telephone Skills			
Typing Skills			
General Multi-tasking			

ROLE AND EXPECTATIONS OF
BAKER CENTER STUDENT TUTORS

The role of a student receptionist is to assist students and visitors in their understanding of the roles and services of Baker Center and to assist the staff with clerical work and other office tasks.

As a receptionist, you will:

1. Be on time for shifts. Remember that we are depending on you to be here when scheduled. **If you must be late or absent, try to find a replacement or at the least, contact the BCL in advance. Missing work without notification is cause for termination.**
2. Participate in training to learn about policies and procedures, to learn strategies, and to share experiences and suggestions with other BCL workers.
3. Demonstrate a willingness to make new connections, learn new information, and review rusty skills throughout the semester.
4. Follow the procedures established for BCL tutors.
5. Check with a supervisor, when not busy, to determine how you can assist the BCL.
6. Seek out BCL professional staff members, when appropriate, to discuss problems and issues related to tutoring.
7. Refer students, when appropriate, to BCL staff professionals or other College services.
8. Maintain good attendance in all of your classes. Put your school work first and keep up your grades up. Maintain good academic standing as students on academic probation may not be allowed to continue to work.
9. Come prepared to **work, not socialize**, in order to maintain a positive and respectful attitude, and to provide a supportive environment for learning. (Please ask your friends not to visit you at work.)
10. Twice each semester, complete a reflective evaluation instrument and discuss with mentor/professional tutor/supervisor.

The information I have provided is accurate. I have read and understand the role and the expectations of Baker Center student receptionist. I understand that I must be in good academic standing to work as a student tutor and I hereby give permission to the BCL to access my academic records and/or to talk with faculty members to confirm my continuing eligibility for employment.

Signature

Date

To be signed upon hiring:

I fully understand and accept the above responsibilities as a student tutor at the Baker Center.

Signature

Date

Learning Commons Student Worker - Times AVAILABLE to Work

Name: _____ Semester Applying For: _____

Major: _____ Today's Date: _____ Phone: _____

*# of Hours per Week Desired: _____ **TC3 Email:** _____
(15 hrs. is College's Max.) Please Print Clearly

Indicate the times you are available and willing to work by placing an "A" in the appropriate time blocks. Do not put your classes on this sheet. (This is a test; please follow directions!)

	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
8 - 9 a.m.						
9 - 10 a.m.						
10 - 11 a.m.						
11 - 12 p.m.						
12 - 1 p.m.						
1 - 2 p.m.						
2 - 3 p.m.						
3 - 4 p.m.						
4 - 5 p.m.						
5 - 6 p.m.						
6 - 7 p.m.						
7 - 8 p.m.						
8 - 9 p.m.						

*It is more useful to us if you can work in at least 2-hour blocks and if you can work a minimum of four hours per week. **FYI:** The college does not allow students to work on campus for more than 15 hours per week during the fall and spring semesters.

Other Hats - What Can You Help With?

Name: _____ Phone: _____ Semester: _____ Email: _____

You are applying for a position tutoring (main subject): _____

We sometimes ask our tutors to work in other areas as well. Please check all the subjects in which you feel comfortable and with which you would be able to help out on occasion.

**Yes, I
can
Help** **Circle Specific Courses & Add
Comments**

Accounting-ACCT		101, 102, 120, 203, 204, 205, 207, 208
Art History-ART		101
Astronomy-ASTR		101
Biology-BIOL		100, 101, 102, 104, 105, 112, 114, 115, 131, 132, 201, 202, 205, 206, 211, 216, 220
Business Communication-BUAD		101
Business Law-BUAD		201
Business Math-BUAD		104
Chemistry-CHEM		100, 101, 102, 107, 108, 205, 206
Criminal Justice-CRJU		105
Economics-ECON		101, 120, 121
ESOL		
French-FREN		101, 102
Geology-GEOL		101
History-HSTY		101, 102, 111, 201, 202, 225, 233, 252, 253, 255
Humanities-HUMS		105
Math		135, 181, 201, 202, 203,
Meteorology-METR		101
Philosophy-PHIL		101

**Yes, I
can
Help** **Circle Specific Courses & Add
Comments**

Physics-PHSC		104, 105, 211, 212, 213
Psychology-PSYC		103
Sociology-SOCI		101
Spanish-SPAN		101, 102
Statistics-MATH		200
Writing		
Computer Related:		Circle the Course you can help with:
Word		CAPS111, CAPS113
Excel		CAPS121, CAPS123
Databases		CAPS131, CAPS133
Powerpoint		CAPS141
WebPage Design		CAPS152, CAPS153
Javascript		CAPS154
C I S		108, 132, 213, 214, 220, 225, 227
CSCI		160, 165, 210