Learning Community Advisor Application

JOB DESCRIPTION

Requirements and Compensation
- Must have completed at least 24 credit hours at the time of employment.
- Must have a clear judicial record with Housing and Residential Life.
- Must have a minimum semester and cumulative GPA of 3.25 to apply.
- Must be enrolled as a full time undergraduate or graduate student.
- Must make the appropriate prepayments and sign the standard MTSU Housing license agreement prior to the start of employment.
- LCAs receive a monthly stipend. All stipends are dispersed monthly during the period of employment. If an LCA begins employment after the appointment start date, their monthly stipend will be prorated accordingly.
- LCAs are assigned to a private or single accommodation in their assigned building, at no additional cost. LCAs are billed the lowest standard room rate regardless of which hall they may be assigned.

Teamwork and Supervision
- Will report directly to the Area Coordinator in their respective area and will be subject to the supervision of the Resident Director, the Associate Directors, and the Director of Housing and Residential Life.
- Will organize a minimum of two academic focused programs per month for the building community.
- Work 15 hours per week in a designated tutoring center in the residence halls.
- Advertise/attend/help to facilitate and support staff events.
- Act as a referral agent for students to connect to academic and career resources on campus.
- Provide students in living-learning communities with information regarding registration information.
- Complete weekly reports as directed by Area Coordinator.
- Maintain an academically focused bulletin board.
- Other duties as assigned.

Community Building Expectations
- Participate as an active community member with fellow learning community advisors, resident assistants and RDs/ACs.
- Help to open and close residence halls.
- Participate/contribute in the following meetings:
  - Staff meetings
  - Area government
  - Training
- Assist staff in academic initiatives.
- Assist with check-in and check-out process (fall & spring semesters).
- Other duties as assigned.

Other
- Learning Community Advisors serve at the direction of the Director of Housing and Residential Life.
- Learning Community Advisors who resign or are dismissed before the completion of their appointment are not immediately granted a contract release. Learning Community Advisors who resign or are dismissed but continue to reside on campus will be required to move from their current floor/building or area.
- Outside employment is discouraged due to the significant time commitment required for performance of the Learning Community Advisor position and must be discussed and approved in advance by the Area Coordinator.
- First semester Learning Community Advisors are not permitted to take an overload because having more than 18 credit hours places an extra burden on a staff member’s ability to function academically.
Learning Community Advisor Application

Office Use Only

| Semester GPA: | Overall GPA: | Judicial History: Yes or No |

Directions: Type or print legibly on the application. Return the completed application and references (3) to: Housing and Residential Life, KUC 303, Box 6, Murfreesboro, TN 37132.

Personal Information

Full Name:_______________________________________________ Date of application:__________________________

Gender: Male    Female    Date of Birth____________________ M Number_______________________________

Email address_________________________ Local Phone_______________________________

Current Local Address

(Residence Hall and Room #) –or – (Street) (City) (Zip Code)

Home/Permanent Address

(Street) (City) (Zip Code)

Permanent Phone____________________________ Cell Phone_______________________________

Summer Address (if different from home)

(Street) (City) (Zip Code)

Summer Phone____________________________

Applying for a position that begins:    Spring__________ Fall___________ Summer_____________

Including this semester, how many semesters have you lived in a residence hall?_________________________________

Educational Information

Major(s)____________________________ Anticipated Graduation Date_____________________________

Classification (circle one)    FR    SO    JR    SR    GRAD

Semester GPA:_____________ (A 3.25 GPA is required at time of application)

Cumulative GPA:____________ (A 3.25 GPA is required at time of application)

Have you attended another college/university besides MTSU?    Yes    No

College/University Dates Attended_____________________________________________________________

Additional Information

Have you ever been documented for a policy violation at MTSU?    Yes    No

If yes, please explain_____________________________________________________________________________

Have you ever worked for Housing and Residential Life?    Yes    No

If yes, in what capacity_____________________________________________________________________________

Have you ever been cited by a law enforcement officer for a misdemeanor or felony not including traffic violations?    Yes    No

If yes, please explain_____________________________________________________________________________
Learning Community Advisor Application

Questions – please use additional sheets of paper if necessary

1. Have you had any previous tutoring experience which you believe would be helpful in evaluating your eligibility as a Learning Community Advisor? Please provide dates of employment, subject areas, and organization.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

2. Do you have any other experiences working with students? If so, what were your responsibilities?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

3. List any commitments you anticipate being involved in while employed as a Learning Community Advisor.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

4. List the courses that you are qualified to tutor. Please rank in order of most qualified, including the grade you received in each class.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

5. List any other special skills and qualifications that you posses that would be relevant to the Learning Community Advisor position.

________________________________________________________________________________________

________________________________________________________________________________________
Learning Community Advisor Application

Employment and Involvement
Please list any previous employment and/or organizational involvement which you believe would be helpful in evaluating your eligibility as a Learning Community Advisor candidate. If you have additional information you would like to include, please attach an additional sheet or resume.

Employer/Organization ____________________________________ Dates of employment/involvement _______________________
Responsibilities: __________________________________________________________________________________________ 

Employer/Organization ____________________________________ Dates of employment/involvement _______________________
Responsibilities: __________________________________________________________________________________________ 

How do you feel these experiences relate to the Learning Community Advisor position? __________________________________________________________________________________________

How did you hear about the Learning Community Advisor position?

<table>
<thead>
<tr>
<th>Word of mouth</th>
<th>MT radio station</th>
<th>Advertisement</th>
<th>Friend</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTSU Staff member</td>
<td>Current LCA/RA</td>
<td>Area Coordinator</td>
<td>CH19</td>
</tr>
<tr>
<td>Other</td>
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</tbody>
</table>

I understand that all documents relative to this application including, but not limited to, signed references and staff evaluations are confidential. I further understand that I will not have the opportunity to personally review these documents. However, I may meet with a member of the selection committee to get feedback. This procedure is in compliance with the Family Education Rights and Privacy Act of 1974. I understand that my signature below authorizes Housing and Residential Life to review my disciplinary, academic, and criminal records. I understand that at the time an offer of employment is extended; staffing vacancies may not be available in all areas. The opportunity to preference a staffing assignment is offered, but there is no guarantee the preference may be accommodated. In addition, initial assignments at the time of hire are made conditionally based upon the current information available to the organization and may be altered due to a change in academic standing and/or a change in staffing requirements.

________________________________________________ ________________________________
Signature Date

It is the policy of Middle Tennessee State University to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications, without regard to race, color, national origin, religion, sex, age, veteran status, or disability.
Learning Community Advisor Reference Form

Please evaluate this applicant and return this form to:
Housing and Residential Life
1301 E Main St., Box 6, KUC 303
Murfreesboro, TN 37132

Applicant ___________________________________________________________________________________________________
(First Name Last Name)

According to the Family Educational and Privacy Act, a student has access to his/her official records. The applicant may retain the right to access his/her file by signing the line below. If applicant signs here, he/she has the right to read this reference.

Authorization of Waiver _______________________________________________________________
(Signature) (Date)

Use the following scale to evaluate this applicant: (Check your answer)

<table>
<thead>
<tr>
<th>1 (Poor)</th>
<th>2 (Fair)</th>
<th>3 (Average)</th>
<th>4 (Above Average)</th>
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<tbody>
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<td>Creativity</td>
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How long have you known the applicant? _______________________________________________

In what capacity do you know the applicant? ___________________________________________

Overall Evaluation (Choose one)
- Do not Recommend
- Recommend with reservations
- Recommend
- Highly Recommend

Comments supporting overall evaluation:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Signature of Evaluator __________________________ Date __________________________

Name of Evaluator (printed) __________________________ Position of Evaluator __________________________

*Reference form must be completed by employer, faculty member, advisor, or MTSU Housing Employee
*If you live in housing, it is highly recommended that one of your references be from a MTSU Housing staff member.
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Taking Initiative
Organizational Skills
Openness to Feedback
Ability to work with others
Ability to work with diverse groups
Dependability
Creativity

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