

THE EVERGREEN TUTORING CENTER

www.evergreen.edu/writingcenter & www.evergreen.edu/mathcenter



*The Evergreen State College Library 2304 2500 Evergreen Parkway NW
Olympia, Washington 98505 360-867-6420/5547*

RECEPTIONIST APPLICATION

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Are you currently an Evergreen student? _____ If so, do you have Work Study? _____

How many hours a week would you like to work? (a range is okay) _____

What Programs have you completed at Evergreen?

What other college-level classes have you taken in writing, literature, mathematics, science, or the arts and humanities?

Please describe any tutoring or teaching experience you have had:

What computer software are you familiar with?

What kind of previous contact have you had with The Writing Center or the Quantitative & Symbolic Reasoning Center?

Why do you want to be a receptionist for the Writing Center?

If you have worked in a similar position that deals directly with the public, please describe your duties.

What particular qualities would you be able to bring to the Evergreen Tutoring Center?

Are you interested in becoming a tutor for either center? If so, why? Please indicate what areas of writing or mathematics you would be comfortable in tutoring if you choose to become a tutor:

References:

Please list any former employers or other people whom we can contact as references (please list phone numbers if possible). Be sure to include any faculty contacts from programs or classes you have taken at Evergreen who also can be used as references.

Please send or deliver to Michael Radelich, Library 2304A, radelicm@evergreen.edu. We will notify you as soon as possible to set up an interview time if you qualify on the basis of your application.