**Ball State Learning Center**

**Job Opportunities**

Why work at the Learning Center?

- It was named the 2010 NCLCA’s (National College Learning Center Association) “Outstanding Learning Center of the Year”.
- The experience is “great” resume material.
- Tutors get to practice communicating content material and will constantly refresh information for their own learning.
- Tutors get the opportunity to work in an academic setting with over 100 peer colleagues.
- It is rewarding to help your fellow peer students.

Types of Jobs at the Learning Center

*Tutoring Positions*

*Sciences and Humanities Tutors* – tutors for courses in the physical sciences and humanities.

*Languages and Writing Tutors* – tutors to help students with any writing assignment at any stage of the writing process for any course and for the foreign language courses.

*Math and Business Tutors* – tutors for courses in Math, Accounting, Economics and ISOM courses.

*Success Strategy Tutors* – tutors for study skills such as time management, note taking, test taking, reading, concentration, and memory.

** All tutors are required to complete a tutor training program that is nationally certified through CRLA (College Reading and Learning Association). This is a certification that can be included on a resume or in a portfolio.
Supplemental Instruction (SI) Leaders
Supplemental Instruction leaders are students who have taken a class and have been very successful in the course. The SI leader is hired to attend the course again, take notes, and listen to the lectures. The leader will then host 2-3 out of class interactive review sessions each week for students in that class. The number of SI sections and leaders vary each semester. SI leaders work through the Sciences and Humanities Desk area.

Test Proctors
A service that the Learning Center performs is proctoring tests for students with disabilities. In conjunction with the Office of Disabled Student Development, the Learning Center carries out student accommodations which could include extra time on a test, a reader for an exam, or a scribe. Proctors work though the Success Strategies Desk area.

Front Desk Staff Members
The front desk staff of the Learning Center will help in the check in process for students seeking tutoring. The desk staff will answer phone calls, do organizational tasks, and help with other tasks of the Learning Center professional staff.

Graduate Assistants
The Learning Center hires several graduate assistants each semester to help with desk organization, supervision, and tutoring.

Steps to Take to Work at the Learning Center in the Future
1) All jobs, with the exception of Graduate Assistant positions, at the Learning Center are posted through the Career Center’s Cardinal Viewjobs. If a job is available and posted, a student needs to pick up a referral through the Career Center for that position. You must have a 3.00 GPA and have received a B or higher in the course(s) you are applying to tutor in order to be considered for the position.
2) Once a referral form from the Career Center is obtained, an application can be picked up and completed at the Learning Center. A current transcript is also required when completing the application.
3) A Learning Center coordinator will review applications and request to interview well qualified applicants.

If you have questions feel free to contact the Learning Center at (765) 285-1006.