



**Central Michigan University
Athletics Department
Student-Athlete Services**

Position: Mentor, Student-Athlete Services

Job Duties/Qualifications:

The Student-Athlete Services unit offers a comprehensive mentor program for CMU student-athletes. The department is currently seeking qualified undergraduate and graduate students to provide assistance in a mentor capacity for the Spring 2022 semester. Mentors are responsible for abiding by all NCAA and CMU policies and procedures while upholding the academic integrity and confidentiality in all areas of their job performance. Specific duties include:

- Layout and assist the student-athlete in accomplishing his or her weekly objectives.
- Provide study skills assistance.
- Provide a time management break down for the student-athlete each week.
- Assist students to work to define and utilize personal learning styles in academic pursuits.
- Provide feedback to Academic Coordinators via in person conversations, emails, phone calls, and session reports on our internal software system.
- Submit mentor reports electronically in a timely manner.

Hours are based on mentor's availability.

Qualifications to mentor:

- Hold a 3.0 cumulative GPA or higher.
- Possess strong communication skills and the ability to relate to students of diverse academic backgrounds.
- Show commitment to the Dick Enberg Academic Center Policies & Procedures, Central Michigan University, Mid-American Conference, and NCAA standards.

To be considered for a mentor position with CMU Student-Athlete Services, please submit the following items electronically to Kaitlyn Gadsby; gadsb1ke@cmich.edu.

- ***Application (next page)***
- ***Resume***
- ***Copy of unofficial transcripts***



**Central Michigan University
Athletics Department
Student-Athlete Services**

Position: Tutor, Student-Athlete Services

Job Duties/Qualifications:

The Student-Athlete Services unit offers a comprehensive tutorial program for CMU student-athletes. The department is currently seeking qualified and content knowledgeable undergraduate and graduate students to provide assistance in a wide variety of academic subject areas for the Spring 2022 semester. Tutors are responsible for abiding by all NCAA and CMU policies and procedures while upholding the academic integrity and confidentiality in all areas of their job performance. Specific duties include:

- Understand and effectively communicate subject matter to students.
- Assist students to work to define and utilize personal learning styles in academic pursuits.
- Provide feedback to Academic Coordinators via in person conversations, emails, phone calls, and session reports on our internal software system.
- Submit tutor reports electronically in a timely manner.

Hours are based on tutor's availability.

Qualifications to tutor:

- Must have earned a minimum of B or better in a course you wish to tutor.
- Hold a 3.0 cumulative GPA or higher.
- Possess strong communication skills and the ability to relate to students of diverse academic backgrounds.
- Show commitment to the Dick Enberg Academic Center Policies & Procedures, Central Michigan University, Mid-American Conference, and NCAA standards.

To be considered for a tutor position with CMU Student-Athlete Services, please submit the following items electronically to Kaitlyn Gadsby; gadsb1ke@cmich.edu.

- ***Application (next page)***
- ***Resume***
- ***Copy of unofficial transcripts***



**Central Michigan University
Athletics Department
Student-Athlete Services
Tutor/Mentor Application**

Name: _____ Phone _____

Address: _____

Email: _____ Major: _____ GPA: _____

Student ID# _____

Position: (please circle all that apply):

Tutor

Academic Mentor

Classification: (please check)

____ Undergraduate Student: (please circle) Fr. So. Jr. Sr.

____ Graduate Student – Are you on an assistantship? **Y** **N** If yes, # of hours _____

____ Non-Student: Occupation: _____

Are you currently on Central Michigan University payroll? ____ Yes ____ No

List any Central Michigan University office from which you are receiving a stipend or paycheck: _____

Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? ____ **NO** ____ **YES** If yes, explain: _____

Have you ever been charged with a violation of the law which resulted in probation, community service, a jail sentence, or a revocation or suspension of your driver's license? ____ **NO** ____ **YES** If yes, explain: _____

With my signature, I grant the Student-Athlete Services staff the right to review my academic records in order to verify information given, such as my GPA.

Print: _____ Signature: _____ Date: _____

Course/Subject Form

Name: _____

Please list the courses you are able to successfully tutor by subject, course number, and course name.

[illegible]

Character/Skills Reference

Student's Name: _____

The above-named is applying for a Tutor/Academic Mentor position with Central Michigan University's Student-Athlete Services Unit. Your candid evaluation of the applicant will be of assistance to the staff. Please complete the following reference form and return to the Dick Enberg Academic Center. You may return by: email (gadsb1ke@cmich.edu) or campus mail- Indoor Athletic Complex 226.

To be completed by the reference:

Name of Reference: _____ Position/Title: _____

Institution: _____ Address: _____

Phone: _____ Email: _____

How long have you known the applicant? _____

Under what circumstances have you known this applicant? _____

Please rate the applicant's ability in each area in which you have personal knowledge. Number 7 represents the most favorable; number 1 represents the least favorable.

	7	6	5	4	3	2	1	
Articulate								Inarticulate
Excellent Writer								Poor Writer
Self-Starter								Requires constant pushing
Hard Worker								Does not work hard
Honest								Dishonest
Strives for Excellence								Will settle for less than the best
Relates well to diverse groups								Does not relate to diverse groups
Mature								Immature
Reliable								Unreliable
Organized								Unorganized

_____ Strongly Recommend

_____ Recommend

_____ Do Not Recommend

Please use the back of this form and/or extra paper for any additional comments you may have. Thank You.

Character/Skills Reference

Student's Name: _____

The above-named is applying for a Tutor/Academic Mentor position with Central Michigan University's Student-Athlete Services Unit. Your candid evaluation of the applicant will be of assistance to the staff. Please complete the following reference form and return to the Dick Enberg Academic Center. You may return by: email (gadsb1ke@cmich.edu) or campus mail- Indoor Athletic Complex 226.

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	7	6	5	4	3	2	1	
Articulate								Inarticulate
Excellent Writer								Poor Writer
Self-Starter								Requires constant pushing
Hard Worker								Does not work hard
Honest								Dishonest
Strives for Excellence								Will settle for less than the best
Relates well to diverse groups								Does not relate to diverse groups
Mature								Immature
Reliable								Unreliable
Organized								Unorganized

_____ Strongly Recommend

_____ Recommend

_____ Do Not Recommend

Please use the back of this form and/or extra paper for any additional comments you may have. Thank You.