



Dodie Academic Center
USC Student Employment Application Checklist

Please **type** all information on the application and supplemental forms. This Application Checklist should be your first page. Do not submit your application unless you have all required items on this checklist.

Applicant's Name: _____ Date of Application: _____

Check all circles below which apply before submitting application

- ☐ 1. Dodie Academic Center Application Checklist
- ☐ 2. Completed Dodie Academic Enrichment Center Application for Employment
- ☐ 3. Temporary Employment Application (**if not enrolled in school**). You must complete each section. Do not put "see resume" for any section; otherwise, your application will not be accepted.
- ☐ 4. Completed Dodie Academic Enrichment Center Application Supplemental Form
- ☐ 5. Transcript (if enrolled in school)
- ☐ 6. Current or Upcoming Class Schedule (if enrolled in school)
- ☐ 7. Resume (attach your resume but cannot be used in lieu of a completed application)
- ☐ 8. Cover letter (optional for students)



University of South Carolina
Dodie Academic Enrichment Center
Enrichment Services
Application for Employment

If you are still enrolled as a student, please complete this application and attach your **most current academic transcript and your current course schedule** (copies printed from VIP are acceptable).

If you are **not** currently enrolled in classes, please attach a resume (including college GPA/Major).

Name		Date	
Academic Standing	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Master's Program <input type="checkbox"/> Ph.D. Program <input type="checkbox"/> Community Member (not currently enrolled)	Expected Graduation	
Major/ Degree Program		Cumulative GPA	
Primary Phone #		VIP ID#	
E-mail			
Position	<input type="checkbox"/> Tutor	<input type="checkbox"/> Academic Mentor	

Do you check email daily? ☐ Yes ☐ No

Local Address: _____

Do you work in any other department on campus? If yes, please list each department, position, and the weekly number of hours you work in each position.

Department: _____
 Position: _____
 Hrs/Wk: _____

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 Position: _____
 Hrs/Wk: _____

For Office Use Only

App submitted by: _____

On: _____

Rec'd by R.I. on: _____

Position: _____

Start date: _____

End date: _____

Hourly rate: _____

International?: _____

Dual?: _____

Do you hold or do you plan to hold another job if employed as a Tutor/Mentor? ☐ Yes ☐ No

If "yes," please list: _____

How did you learn about this position? _____

Please indicate the times you are available to work:

Sunday (5pm-10pm)	Monday (8am-10pm)	Tuesday (8am-10pm)	Wednesday (8am-10pm)	Thursday (8am-10pm)	Friday (8am-5pm)
Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:	Morning: Afternoon: Evening:

How many hours per week would you prefer to work?: _____ (Note: Hours are not guaranteed)

List any prior experiences relevant to this position:

Position #1:	
Location:	Dates:
Job Duties:	
Position #2:	
Location:	Dates:
Job Duties:	

What personal and professional qualities do you possess that will be an asset to the Dodie AEC?

If applicable, please list the subjects you feel you are qualified to tutor:

Please list the names and emails of two people (former employers, professors) who would be willing to give you a recommendation.

Please return your completed application with college transcript, current semester class schedule or resume (if not enrolled in school) to:

AECES@mailbox.sc.edu or
Enrichment Services Assistant
Dodie Academic Enrichment Center
1302 Heyward St Columbia, SC 29209
Office: (803)777-5133
Fax: (803) 777-7512



**University of South Carolina
Dodie Academic Enrichment Center
Enrichment Services
Supplemental Application Information**

Name: _____

Date of Application: _____

Please answer the following questions and include with your application for employment.

1. Are you currently enrolled in classes at the University of South Carolina? Yes _____ No _____
 - a. **If yes**, please indicate the semester _____
 - b. **If yes**, please attach a copy of your *current course schedule*.

2. Are you currently employed on campus at another position? Yes _____ No _____
 - a. **If yes**, please answer the following:
 - i. Department employed on campus: _____
 - ii. How many hours a week employed (please verify number of hours hired with department): _____
 - iii. What is your listed end date of employment with the department employing you? (please verify end date with the department): _____

3. Please provide your graduation date from the University of South Carolina:
 - a. Anticipated graduation date: _____
 - b. Date graduated: _____

***Please return your completed application with college transcript, current semester class schedule
or resume (if not enrolled in school)***