

# Application for Proctoring

Student-Athlete Support Services, 350 Younkin Success Center, 292-7088

**Proctor Application Information:** A large portion of the student-athlete population participates in required study and tutoring hours each week. In order to manage the student-athlete traffic and monitor exact study hours (what we call “study table hours”), we hire proctors (room monitors) to supervise and manage the two study spaces available to our students. Proctors essentially handle large groups of students needing to remain quiet, study, and follow study table rules, but also need to be able to troubleshoot any situation that arises. Proctors also monitor the tutors and the tutoring that takes place by helping students and tutors to find each other in the large space. **Junior standing and previous supervisory and leadership experience preferred.**

## Hours, Location, and Pay

Proctoring is scheduled in shifts based on availability and the schedule is in effect all quarter. Proctors are assigned to either the study table room, located in 310 Younkin Success Center, or in the Student-Athlete Computer Lab. The hours are Monday-Thursday 7:30am-10:00pm, Friday 7:30am-5pm and Sunday 2-10pm, during the academic year. The position pays \$8.05 per hour.

## General Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Home address \_\_\_\_\_

Best Contact Phone \_\_\_\_\_ Do you have another job at OSU and if so, where? \_\_\_\_\_ And are you paid bi-weekly or monthly?

How did you find out about us? \_\_\_\_\_

Status: *OSU undergrad student? // OSU GTA? // Unfunded OSU grad student? // Non-OSU student?*

(If OSU undergrad, year/rank in school? \_\_\_\_\_) Quarters Avail: Au Wi Sp Su

Times Available (Hours of Operation Sun 2-10; Mon-Th 7:30am-10:00pm; Fri 7:30am-5pm)

## Education (OSU or other)

Undergrad College/Uni \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_ Degree Received? \_\_\_\_\_

Graduate Program \_\_\_\_\_ MA PhD Degree Received? \_\_\_\_\_

## Experience

List supervisory experience, especially involving enforcing rules and behavior: \_\_\_\_\_

List computer skills: \_\_\_\_\_

*References: (name, title, email. Preferably from an academic area—advisor/professor)*

1. \_\_\_\_\_

2. \_\_\_\_\_

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1. What makes you a good candidate for the proctor position described?

2. Describe any situation where you have taken initiative in a job---where you have not just done the job but provided leadership and taken ownership.

3. How would you define academic integrity?

4. What are your future plans?

**Office Use Only**

Position\_\_\_\_\_ Status\_\_\_\_\_ Fees Paid?\_\_\_\_Start Date\_\_\_\_\_

Wage\_\_\_\_\_ Times Available\_\_\_\_\_

Paperwork: HR/Payroll\_\_\_\_\_ In TutorTrac? as tutor\_\_\_\_ as student\_\_\_\_