

STUDENT EMPLOYMENT APPLICATION

For Work-Study or Student Assistant

Last name	First	Middle	Date
Address: Street _____ City _____ Zip _____			Phone Number (home/work) _____
SF State e-mail address: _____ @mail.sfsu.edu			Phone Number (mobile) _____
SFSU ID _____			

The LAC is currently accepting applications for the following:

TUTORING POSITIONS (check at least one):

- READING / WRITING / STUDY SKILLS TUTOR
- MATH / SCIENCES / STUDY SKILLS TUTOR

Applicants eligible for tutoring positions may also apply for the following: (check one or more)

- Computer/Learning Lab Tutor
- Front Desk Assistant

Expected Graduation Date: _____ Major: _____
 Class Standing: Junior Senior Graduate post-Bacc

Check one:

College Work-Study

1. Have you been awarded Work-Study funds by the SF State Financial Aid Office for Fall 2017? Y/N _____

2. Amount Available \$ _____

3. Will you be enrolled full-time at SF State for Fall 2017
 Y/N _____

(If you answer no to any question, you are ineligible for Work-Study.)

OR Student Assistant

1. Will you be enrolled at least halftime at SF State for Fall 2017?
 Y/N _____

(Half-time= 6 units for undergraduates & 4 units for graduate students)

2. Have you been awarded financial aid for Fall 2017?
 Y/N _____

3. Are you an international student?
 Y/N _____

Please check below to confirm that you can attend AU 697/796, the LAC seminar for first-semester tutors:

Reading/Writing/Study Skills tutors:

Wednesday, 1-3

Math/Science/Study Skills tutors:

Wednesday, 4-6

How did you hear that the LAC is hiring? _____

WORK AVAILABILITY: Indicate the specific hours you are available to work on the following days:

Monday (9-4) _____ **Thursday (9-4)** _____

Tuesday (9-4) _____ **Friday (9-12)** _____

Wednesday (9-4) _____ **Total hours desired per week:** _____

Positions are limited, so submit your application as early as possible. If we fill our positions before August 15, we may not schedule pre-semester interviews. List below the days and times you are available for interviews.

End-of-Semester Interviews (May 8 – 16)

Finals week interviews (May 17 - 23):

Pre-semester interviews (August 17 & 18):

List relevant work experience, beginning with the most recent job. Attach additional sheets if necessary.

1. Employer _____ Dates employed _____

Job Duties _____

Pay rate _____ Supervisor's Name _____

May we call the supervisor for a reference? If yes, provide the phone number (_____) _____

2. Employer _____ Dates employed _____

Job Duties _____

Pay rate _____ Supervisor's Name _____

May we call the supervisor for a reference? If yes, provide the phone number (_____) _____

The information provided on this application is accurate to the best of my knowledge. If employed I will promptly inform my employer of any changes in this information. I am aware that SF State College Work-Study and Student Assistant employment is part-time and temporary; the employee or employer may terminate employment at any time. I have read the job description and application information posted on the LAC web site at www.sfsu.edu/~lac and I am available for the training dates listed. I am enclosing, with this application, the following, mandatory items, as applicable:

- unofficial transcripts (from SF State or from previous college(s) if fewer than three semesters at SF State)**
- a cover letter mentioning the skills, special knowledge, or experiences that relate to the job**
- an informal résumé**
- a list of relevant coursework**
- for R/W applicants: a graded expository essay**
- for M/S applicants: a list of SF State Math and Sciences courses you can tutor (See Bulletin for course descriptions.)**

Signature _____ Date _____

Please provide the following information. This data is being collected for statistical purposes in order to comply with the U.S. Department of Education Office for Civil Rights Guidelines. **Your completion of this section is voluntary.** Your responses will remain confidential, will not be disclosed to any individual in the selection process and will not affect your employment opportunities at the University.

Title of Job _____ Work-Study _____ Student Assistant _____

(check one)

Gender: _____

Ethnic Origin: (please check all that apply) American Indian _____

Asian _____

Black/African American _____

Hispanic/Latino _____

Filipino _____

White _____

Other/ Decline to State _____



APPLYING FOR A JOB AT THE LAC FOR FALL 2017

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- Computer/Learning Lab Tutor
- Front Desk Assistant

APPLICATION INFORMATION AND IMPORTANT DATES

- ❖ Job descriptions are posted on the web at www.sfsu.edu/~lac/lacjobs.html
- ❖ Contact person: **Deborah van Dommelen, Director**; email: dvan@sfsu.edu.
- ❖ Complete and return your application packet to one of the following:
 - a) until May 19: LAC, HSS 348,
 - b) after May 19: Office of Undergraduate Studies, ADM 447, or mail to
 - c) the following address:
Deborah van Dommelen
Office of Undergraduate Studies, ADM 447
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132

Positions are limited, so submit your application for consideration as early as possible.

STEPS FOR COMPLETING APPLICATIONS FOR ALL POSITIONS

1. Complete the application for Student Assistant/Work Study.

- *Students with work-study awards are encouraged to apply.*

2. Attach the following (mandatory):

- unofficial SF State transcripts* (and/or from other institutions if fewer than three semesters at SF State)
- an *informal résumé* which lists or briefly describes relevant experience
- a *cover letter* mentioning the skills, special knowledge, or experience that relate to the job. Include times you are available for an interview.
- Math/Sciences/Study Skills applicants, provide 1) *a list of relevant coursework* **and** 2) a list of SF State math and science courses you can tutor. (See SF State bulletin for course descriptions.)
- Reading /Writing/Study Skills applicants, provide 1) *a list of relevant coursework and instructors*
 - (e.g. English 653 - Olsher, English 704 – Roberge) **and** 2) *a copy of a recent **graded** expository essay.*

3. Meet the following other requirements

- ❖ All students who work at the LAC must be enrolled at least half-time for Fall 2017:
 - **6** units for undergraduates; **4** units for graduates.
- ❖ Applicants must be able to commit to a minimum of 8 tutoring hours/week and attend a 2 hr. weekly seminar.
 - Reading /Writing/Study Skills seminar meets Wednesday, 1-3
 - Math/Sciences/Study Skills seminar meets Wednesday, 4-6

❖ **ALL APPLICANTS must be available for the following LAC tutor education workshops:**

Tuesday, August 22	9:00-12:00	LAC Orientation (all new tutors)
Saturday, September 9	9:00-2:00	LAC All Staff Workshop (all tutors)

Only COMPLETE APPLICATIONS will be considered.