

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 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 SPRING 2012

The LAC is currently accepting applications for the following:

TUTORING POSITIONS

- 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
- Web Site Maintenance Assistant

APPLICATION INFORMATION AND IMPORTANT DATES

- ❖ Job descriptions are posted on the web at www.sfsu.edu/~lac/lacjobs.htm.
- ❖ Contact person: **Deborah vanDommelen, Director**; email: dvan@sfsu.edu.
- ❖ Complete and return your application packet to one of the following:
 - a) until December 6: the LAC, HSS 348,
 - b) after December 6: the mailbox of Deborah vanDommelen, HUM 125, OR
 - c) the following address:

Deborah vanDommelen
College of Humanities
San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94132

*Complete applications received **by December 6** will be considered for interviews during finals week of fall semester.*

*Complete applications received **after December 6** may be considered for interviews in January.*

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 Spring 2012:
 - **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.
 - The Reading /Writing/Study Skills seminar meets *either* Tuesday, 10-12 or Wednesday, 1-3
 - The Math/Sciences/Study Skills seminar meets Wednesday, 4-6. Ask for details during the interview.

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

(Please keep these dates for future reference)

Friday, January 20	9:00-12:00	LAC Orientation (all new tutors)
	1:00-3:00	Working with Student Writing (returning R/W/SS tutors)
	1:00-3:00	Basic Approaches for Tutoring Students in the Sciences (all M/S/SS tutors)
Saturday, February 4	9:00-3:00	LAC All Staff Workshop (all tutors)

Only COMPLETE APPLICATIONS will be considered.