

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 SFSU 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 SFSU or from my previous college if I have fewer than three semesters at SFSU)**
 - a cover letter mentioning the skills, special knowledge, or experiences that relate to the job**
 - an informal résumé**
 - a list of relevant coursework**
 - a graded expository essay**
- OR**
- a list of SFSU Math and Science courses I 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)

Sex: Male _____ Female _____

Ethnic Origin: (please check one of the following) American Indian _____ Asian _____

Black/African American _____ Hispanic _____ Filipino _____ White _____

Other/ Decline to State _____



APPLYING FOR A JOB AT THE LAC for FALL 2009

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
- Data Entry and Database Manager
- Front Desk 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; 415-338-1993 (LAC front desk in HSS 348); 415-338-1994 (voice mail); email: lac@sfsu.edu.**
- ❖ Complete and return the application to the mailbox of Deborah vanDommelen, HUM 125, or mail to:

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

Complete applications received **before MAY 5** will be considered for early interviews.

Complete applications received **MAY 8 - 20** will be considered for interviews during finals week of spring semester.

Complete applications received **after MAY 21** will be considered for interviews June 10 - August 21.

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 SFSU transcripts* (and/or from other institutions if fewer than three semesters at SFSU)
- 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 a list of SFSU math and science course you can tutor. (See SFSU bulletin for course descriptions.)
- Reading /Writing/Study Skills applicants, provide 1) *a list of relevant coursework and instructors* (e.g. English 653 - Olsher, English 657 – Swanson) **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 2009:
 - 6 units for undergraduates; 4 units for graduates.
- ❖ Applicants must be able to commit to a minimum of 8 tutoring hours/week and to attend a 2 hr. weekly seminar.
- ❖ **ALL APPLICANTS must be available for the following LAC tutor education workshops:**
(Please keep these dates for future reference)

Monday, August 24	9:00-12:00	LAC Orientation (all new tutors)
	1:00-3:00	Learning Styles and Study Skills (all new tutors)

Saturday, August 29	9:00-3:00	LAC All Staff Workshop (all tutors)
----------------------------	------------------	--

Only COMPLETE APPLICATIONS will be considered.