

List your former work experience, beginning with the most recent job. Use additional paper 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 (_____) _____

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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 _____

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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 SPRING 2010

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 LAC in HSS 348 or mail to:

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

Complete applications received **between DECEMBER 1 and DECEMBER 16** will be considered for interviews during finals week, December 14-18.

Complete applications received **after DECEMBER 16** will be considered for interviews January 20-21.

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 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 2010:
 - 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)

Friday, January 22	9:00-12:00	LAC Orientation (all new tutors)
	1:00-3:00	Learning Styles (all new tutors)

Saturday, February 6	9:00-3:00	LAC All Staff Workshop (all tutors)
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Only COMPLETE APPLICATIONS will be considered.