



# STUDENT EMPLOYEE APPLICATION

*Please read carefully and return ALL requested materials.*

- Read the Job Qualifications and Job Descriptions for which you are applying.
- On the top right portion of the form, check the box for position(s) that interests you. *(If you are applying for multiple positions, you must check **all** of the corresponding boxes.)*
- Complete, in full, the “**Employment Application Form**”.
- Complete the upper portion of the “**Letter of Recommendation**” form by checking the appropriate CLAS coordinator. For “Position,” write “tutor” or “intake assistant.” For “discipline” write the subject(s) or area(s) you would like to tutor *(for example, “biology” or “writing”; leave space blank for “Intake Assistant”).*
- Take the letter of recommendation form to a professor or staff person who will provide an assessment of your abilities. Return the letter of recommendation with the application. *(If the professor or staff person will send in the recommendation separately, please indicate on Application form.)*
- Obtain an **Unofficial Transcript** *(printable version from GOLD is acceptable)*. Attach it to your application.
- If you have a “Work Study Allocation”, please indicate on the application. *(You are encouraged to check with Financial Aid to determine if you qualify.)*
- **Writing Tutor Applicants: Please include an Academic Writing Sample with your Application.**

## ***Please Note***

- All employees must attend mandatory orientation meetings and training sessions. *(Dates and times will be specified during the interview process.)*

## ***Application Deadlines***

- Please note the priority application deadline(s) for the different program(s) and position(s):

Deadline for: \_\_\_\_\_ is \_\_\_\_\_.

Deadline for: \_\_\_\_\_ is \_\_\_\_\_.

## Tutors

<b>Job Description:</b>	Tutors assist students in understanding course concepts, discovering solutions to problems, developing methods for independent work, and preparing for upcoming exams. Tutors may work in group, individual and drop-in tutorial settings. Disciplines include math, science, statistics, economics, selected foreign languages, writing, and ESL.
<b>Time Commitment:</b>	Flexible for a minimum of one quarter.
<b>Compensation:</b>	Tutors are compensated on an hourly basis according to the published salary scales.
<b>Requirements:</b>	At least a third-year student by fall quarter with a 3.3 GPA overall and in the appropriate discipline. Must have an interest in teaching and demonstrate an ability to explain course material.

## Academic Skills / ACE Chemistry Tutors

<b>Job Description:</b>	Academic Skills tutors assess students' academic needs and conduct various workshops at CLAS and, occasionally, around campus. Workshop topics include lecture and reading strategies, exam preparation, time management, and other academic skills and strategies. ACE Chemistry tutors lead 5- to 7-student weekly study teams for students in chemistry, assisting students with both chemistry content and academic skills.
<b>Time Commitment:</b>	One to ten (1-10) hours per week for an entire academic year.
<b>Compensation:</b>	Tutors are compensated on an hourly basis according to the published salary scales.
<b>Requirements:</b>	Minimum third-year student (or second-year transfer student and a 3.0 GPA. Must enjoy teaching and demonstrate an ability to explain effective academic strategies in a relatable way.

## Intake Assistants

<b>Job Description:</b>	Intake assistants greet and process incoming students at the CLAS Drop-in desks, answer questions about services, directs students to appropriate CLAS programs, and recommend appropriate services in other departments. Intake assistants also assist with light clerical duties.
<b>Time Commitment:</b>	Six to eleven (6-11) hours per week, Monday through Friday, for an entire academic year.
<b>Compensation:</b>	Intake Assistants are compensated on an hourly basis according to the published salary scales.
<b>Requirements:</b>	Must have excellent interpersonal and communication skills and an ability to perform tasks accurately with frequent interruptions. Also, must possess excellent problem-solving skills and a willingness to help others. Knowledge of CLAS services and second-year status is preferred. A recommendation from a previous employer is preferred for this position.



**Position(s) applying for** (check all that apply):

<input type="checkbox"/> Intake Assistant	<input type="checkbox"/> Economics Tutor
<input type="checkbox"/> Academic Skills Tutor	<input type="checkbox"/> Foreign Language Tutor
<input type="checkbox"/> ACE Chemistry Tutor	<input type="checkbox"/> Math/Physics Tutor
<input type="checkbox"/> Biology/Chemistry Tutor	<input type="checkbox"/> Writing/ESL Tutor

## EMPLOYMENT APPLICATION FORM

**NAME:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last                      First                      Middle

**Perm #** \_\_\_\_\_ - \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_  
Street                      City                      State                      Zip

**Permanent Address:** \_\_\_\_\_  
Street                      City                      State                      Zip

**Cell Phone #**(\_\_\_\_\_) \_\_\_\_\_ **Lab/Ofc. Ext #** \_\_\_\_\_ **Other Phone #** (\_\_\_\_\_) \_\_\_\_\_

**U.S. Citizen?**  Yes  No **VISA: Class** \_\_\_\_\_ **Country** \_\_\_\_\_ **Expiration Date of Visa** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student Status:** Registered UCSB student?  Yes  No **Class Level (current quarter):** \_\_\_\_\_  
(e.g. 2<sup>nd</sup> year, 3<sup>rd</sup> year, grad)

**Major** \_\_\_\_\_ **Major G.P.A.** \_\_\_\_\_ **Overall G.P.A.** \_\_\_\_\_

**If you are an undergraduate student, what is your expected date of graduation?** \_\_\_\_\_

**If you are a graduate student, where did you receive your Undergraduate degree?** \_\_\_\_\_

Please indicate any previous tutorial, teaching or counseling experience: \_\_\_\_\_

In what courses/areas are you qualified to tutor? \_\_\_\_\_

**Maximum hours you are willing to work per week:** \_\_\_\_\_ **Minimum hours:** \_\_\_\_\_

Have you been employed by UCSB previously?  Yes  No **Dept.** \_\_\_\_\_

When \_\_\_\_\_ **Position** \_\_\_\_\_ **Home Dept (where paycheck is delivered)** \_\_\_\_\_

Will you be employed at UCSB for the upcoming academic year at another department?  Yes  No

**Dept** \_\_\_\_\_ **Position** \_\_\_\_\_ **Percent Time** \_\_\_\_\_% **Contact** \_\_\_\_\_ **Ext.** \_\_\_\_\_

Do you have a Work Study allocation?  Yes  No  Maybe **Amount?** \_\_\_\_\_

My "Letter of Recommendation" is:  Attached  Being mailed (email or campus mail)  FAXed

How did you hear about the position?: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Applicant Name: \_\_\_\_\_

Hired: \_\_\_\_\_ Percent: \_\_\_\_\_ Program: \_\_\_\_\_ Date: \_\_\_\_\_

Begin Date of Hire: \_\_\_\_\_ End Date: \_\_\_\_\_ Coordinator's Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Title Code: \_\_\_\_\_ Employment Data: \_\_\_\_\_

# LETTER OF RECOMMENDATION

Please return this Letter of Recommendation Form to the following CLAS Coordinator:

**Calvin Kao**  
Math, Physics, Statistics,  
Economics & Accounting  
[Calvin.Kao@sa.ucsb.edu](mailto:Calvin.Kao@sa.ucsb.edu)  
805-893-4909, SRB 3252

**Amy Liest**  
Chemistry &  
Biology  
[Amy.Liest@sa.ucsb.edu](mailto:Amy.Liest@sa.ucsb.edu)  
805-893-7996, SRB 3248

**Jeff Landeck**  
Writing, ESL,  
Foreign Languages  
[Jeff.Landeck@sa.ucsb.edu](mailto:Jeff.Landeck@sa.ucsb.edu)  
805-893-4757, SRB 3230

**Emma Cristofani**  
Academic Skills/ACE Chem 1A  
[Emma.Cristofani@sa.ucsb.edu](mailto:Emma.Cristofani@sa.ucsb.edu)  
805-893-3269, SRB 3228

**Venus Nasri**  
Intake Assistants  
[Venus.Nasri@sa.ucsb.edu](mailto:Venus.Nasri@sa.ucsb.edu)  
805-893-2946, SRB 3222

**Address: CLAS, Student Resource Bldg. Rm. 3210, University of CA, Santa Barbara, CA 93106-7200**  
**FAX: (805) 893-4788**

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\_\_\_\_\_ has applied to be a \_\_\_\_\_ in  
*Applicant's Name* *Position*

\_\_\_\_\_ at Campus Learning Assistance Services (CLAS).  
*Discipline*

Please evaluate the applicant in the following areas.

	Average	Good	Excellent
1. Knowledge of subject matter:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to communicate effectively:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Patience:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Initiative, reliability and follow-through:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Please comment or attach a <b>Letter of Recommendation</b> for the qualities listed above, and provide any additional information that will assist us in our selection process. Thank you.			

Print Name: \_\_\_\_\_ Dept. \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Title: \_\_\_\_\_ Phone \_\_\_\_\_