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. By submitting an application for employment for this position, the applicant authorizes the hiring agency to access their academic record for the purpose of confirming enrollment status and related eligibility for student employment.
- 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 posted priority application deadline(s) for the different program(s) and position(s):
  Deadline for: ______________________________ is ____________________.
  Deadline for: ______________________________ is ____________________.
**Tutors**

**Job Description:** 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.

**Time Commitment:** Flexible for a minimum of one quarter.

**Compensation:** Tutors are compensated on an hourly basis according to the published salary scales.

**Requirements:** 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.

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**Academic Skills / ACE Chemistry Tutors**

**Job Description:** 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.

**Time Commitment:** One to ten (1-10) hours per week for an entire academic year.

**Compensation:** Tutors are compensated on an hourly basis according to the published salary scales.

**Requirements:** 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.

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**Intake Assistants**

**Job Description:** 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.

**Time Commitment:** Six to eleven (6-11) hours per week, Monday through Friday, for an entire academic year.

**Compensation:** Intake Assistants are compensated on an hourly basis according to the published salary scales.

**Requirements:** 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.
**EMPLOYMENT APPLICATION FORM**

**NAME:** ____________________________ Date of Birth: ____/____/____

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<tr>
<th>Last</th>
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**Perm #** ___________ - _______ **E-Mail:** __________________________

**Local Address:** ___________________________________________________

<table>
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<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

**Permanent Address:** ___________________________________________________

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<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

**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. 2nd year, 3rd 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

**Applicant's Signature:** ____________________________ **Date:** ___________

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**FOR OFFICE USE ONLY**

**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 to the following CLAS Coordinator:

☐ Calvin Kao  ☐ Amy Liest  ☐ Emma Cristofani
Math, Physics, Statistics,  Chemistry &  Writing, ESL, Foreign Languages
Economics & Accounting  Biology  Academic Skills/ACE Chem 1A
Calvin.Kao@sa.ucsb.edu  Amy.Liest@sa.ucsb.edu  Emma.Cristofani@sa.ucsb.edu
805-893-4909, SRB 3252  805-893-7996, SRB 3248  805-893-3269, SRB 3228

☐ Dan Givens
Intake Assistants
Dan.Givens@sa.ucsb.edu
805-893-3269, SRB 3210C

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

_________________________ has applied to be a ____________________________ in
Applicant’s Name  Position

Discipline

Please evaluate the applicant in the following areas.

<table>
<thead>
<tr>
<th>Area</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of subject matter:</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>2. Ability to communicate effectively:</td>
<td>☐</td>
<td>☐</td>
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<td>3. Patience:</td>
<td>☐</td>
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<td>4. Initiative, reliability and follow-through:</td>
<td>☐</td>
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<td>5. Please comment or attach a Letter of Recommendation for the qualities listed above, and provide any additional information that will assist us in our selection process. Thank you.</td>
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Print Name: _____________________________________________  Dept. _________________________

Signature: _____________________________________________ Date _________________________

Title: __________________________________________________  Phone _________________________