

ACADEMIC STUDENT EMPLOYEE APPLICATION INSTRUCTIONS

*Please read carefully and return **ALL** requested materials.*

- **Employment Application**
 - On the top right portion of the form, check the box for the position(s) that interests you. If you are applying for multiple positions, you must check all of the corresponding boxes.
 - You must complete the entire form to be eligible for hire.
- **Letter of Recommendation**
 - Complete the top portion with your name, position, and discipline/subject for which you are applying.
 - Complete the bottom portion by checking the appropriate CLAS coordinator.
 - Take the 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 is going to send in the recommendation separately, please indicate on the Application form.)
- **Unofficial Transcript**
 - Attach an unofficial transcript to your application (the printable version from **GOLD** is acceptable).
 - Transcript must include grades through Winter 2020.
- **Writing Tutor Applicants**
 - Please include an **Academic Writing Sample** with your Application.

NOTE: All employees **MUST** attend mandatory orientation meetings and training sessions.

(Dates and times will be specified during the interview process.)

Send applications via email to: clas@sa.ucsb.edu

Deadline for submission of applications is **Friday, May 15.**

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.

Discipline Specific Tutors

Job Description: Disciplines include mathematics, physics, engineering, biology, chemistry, statistics, economics, selected languages, and writing. 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.

Time Commitment: Flexible for a minimum of one quarter.

Compensation: Paid on hourly basis according to the published salary scales.

Minimum Requirements: At least a *third-year* (not academic standing) student by fall quarter, with a minimum overall GPA of 3.0, and enrolled in a minimum of 12 units per quarter for the entire time employed by CLAS. Must have an interest in teaching and demonstrate an ability to explain course material.

Desired Requirements: An overall GPA of 3.3 or higher.

Academic Skills Tutor

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.

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

Compensation: Paid on hourly basis according to the published salary scales.

Requirements: At least a *third-year* (not academic standing) student by fall quarter, with a minimum overall GPA of 3.0, and enrolled in a minimum of 12 units per quarter for the entire time employed by CLAS. Must enjoy teaching and demonstrate an ability to explain effective academic strategies in a relatable way.

Letter of Recommendation

_____ has applied to be a _____
Applicant's Name *Position*

in the discipline of _____ at Campus Learning Assistance Services (CLAS).
Discipline/Subject

Please evaluate the applicant in the following areas:

| | Average | Good | Excellent |
|---|--------------------------|--------------------------|--------------------------|
| Knowledge of subject matter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to communicate effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patience | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Initiative, reliability, and follow-through | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please comment below or attach a letter of recommendation for the qualities listed above and provide any additional information that will assist us in our selection process.

Print Name: _____ Phone #: _____

Title: _____ Department: _____

Please return this Letter of Recommendation to the following Coordinator:

Calvin Kao

Math, Physics & Engineering /
Economics & Statistics

Calvin.Kao@sa.ucsb.edu

SRB 3252

Amy Liest

Chemistry & Biology

Amy.Liest@sa.ucsb.edu

SRB 3248

Emma Cristofani

Writing & Languages,
Academic Skills

Emma.Cristofani@sa.ucsb.edu

SRB 3228