The Student Center for Academic Achievement (SCAA)  
2015 Supplemental Instruction (SI) Leader Application

Student Center for Academic Achievement (SCAA) Overview:

Since 2001, the Student Center for Academic Achievement (SCAA) at California State University, East Bay (CSUEB) has provided content tutoring and supplemental academic services for over 2,000 students a year. The heart of SCAA’s work is a dedicated staff of peer tutors, Supplemental Instruction (SI) Leaders, Graduate Writing Associates (GWAs), and Receptionists. We are looking for individuals who are interested in helping their peers engage in life-long learning; are willing to creatively and collaboratively contribute to SCAA’s development; possess patience and good communication skills; are sensitive to diverse student needs; are reliable, committed, and accountable; and are interested in becoming a part of a community that is passionate about student success.

SI Leader Responsibilities:

• Participate in an intensive SCAA orientation and SI training at the beginning of the quarter
• Attend weekly SI leader meetings and participate in ongoing training activities throughout the year
• Commit to approximately 10 hours per week by attending all course lectures, creating and submitting a lesson plan for an SI session consisting of collaborative and interactive learning activities, conducting at least (1) one hour SI session during the week, and meeting with the professor of the course to help incorporate student strategies to enhance conceptual understanding in SI sessions.
• Use talents to assist in the SI program’s and SCAA’s development

Requirements:

• A faculty recommendation from the class for which you would like to be an SI Leader
• Completion of the class for which you are applying with at least a B+
• A cumulative GPA of at least a 3.0, subject matter tutored of at least a 3.3
• Sophomore, junior, or senior class standing
• A developing knowledge of tutoring approaches and an awareness of content resource materials
• An ability to interact effectively with diverse populations in individual or group settings
• An interest in taking GS4010: Approaches to Tutoring for Learning (Winter Quarter)
• A completed application (attached).

Pay Rates and Other Perks:

• SI Leaders are paid $13.00 an hour.
• SI Leaders are paid for all activities outlined in the “PLUS Leader Responsibilities” section.

Contact Information
Mercedita Santiago | mercedita.santiago@csueastbay.edu | 510.885.4459
• SI Leaders who complete all their training requirements will receive a College Reading & Learning Association (CRLA) Internationally Certified Level One Tutor credential.
• SI Leaders become a part of the SCAA Learning Community, a group of passionate and fun peers, and are invited to several SCAA social activities.

**Application Instructions:**

Please fill out the attached application. Include a brief recommendation by a professor in the form provided and a graded paper as a sample of your writing. Submit the full application in person at the SCAA on the second floor of the University Library or e-mail to the SCAA Office Manager, Mercedita Santiago. If selected for an interview, you will be contacted by phone and my e-mail.
Student Employment Application for  
The Student Center for Academic Achievement (SCAA)

Application Position:  Math/Stats Tutor ___  Writing Tutor ___  SI Leader ___  GWA ___  Receptionist ___

Name:  ___________________________________________________  Date: ________________________

Gender:  Male ___  Female ___  Other ___  Last 4 digits of SS No._____________  Net ID______________

US Citizen:  Yes ___  No ___  If No, do you have a Work Permit?  Yes ___  No ___

Ethnicity (optional):  ________________________________________________________________

Multilingual?  Yes ___  No ___  If Yes, what language(s) do you speak?  _______________________

Preferred email:  _________________________________________________________________

Phone number, most accessible:  ___________________________________________________

Current Address:  _________________________________________________________________

City:  _____________________________, CA  Zip:  ________________

Do you receive college work study funds (FWS)?  Yes ___  No ___  How much?  _____________

EDUCATION:

Major:  _______________  Minor:  _______________

Academic Status:  □ Freshman □ Sophomore □ Junior □ Senior □ Graduate

Educational Experience:

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<th>Relevant Professional/Volunteer Experience:</th>
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Earliest date available for employment:  ________________

Contact Information
Mercedita Santiago  |  mercedita.santiago@csueastbay.edu  |  510.885.4459
Student Employment Application for
The Student Center for Academic Achievement (SCAA) – SI Leader Short Answers

1. Please explain why you would like to be an SI Leader.

2. List your specific experiences in Supplemental Instruction, tutoring, and/or other experiences that you think would help you as an SI Leader.

3. Please rank the top 5 courses you would like to be an SI Leader for.

4. Other than class, do you have any other obligations (2nd job, club/organization, etc.)?
Faculty Member Recommendation Letter

To applicants: Please ask your professors either at California State University, East Bay (CSUEB) or another academic institution that you have attended to write a recommendation. This recommendation is a requirement to complete your application.

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Applicant's Name ____________________________ Student Net ID ______________________

Dear Faculty Member:

This student has applied for a Supplemental Instruction (SI) Leader position at the Student Center for Academic Achievement (SCAA) and would like to list you as a reference. The SCAA provides content tutoring and supplemental academic services for over 2,000 students a year. We are looking for individuals who are passionate, creative, collaborative, patient, excellent communicators, and genuinely interested in engaging with their peers in the learning process. Please describe your experience with this student and assess the student’s potential and/or existing ability to work with students in traditionally difficult and/or bottleneck courses. You may write in the space below or attach a document to this form.

Faculty Name ________________________________ Department __________________________

E-Mail ________________________________ Phone Number: ____________________________

Faculty Signature ___________________________________ Date ________________________

After completing this form, please send it to the SCAA through campus mail or e-mail to the contact below.

Contact Information
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