The Student Center for Academic Achievement (SCAA)  
2015 WRITING TUTOR 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, Peer-Led Undergraduate Study (PLUS) 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.

Writing Tutor Responsibilities:

• Participate in an intensive orientation at the beginning of the Fall Quarter
• Attend staff meetings and participate in ongoing training activities throughout the year
• Commit to between 5 and 15 tutoring hours per week by working with our student writers in person at the SCAA and through our Online Writing Lab (OWL) for the academic year
• Use talents to assist in SCAA’s development and operations in areas such as publicity

Requirements:

• 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) with a brief recommendation by a professor (form provided in application) and a graded paper as a sample of your writing

Pay Rates and Other Perks:

• Undergraduate tutors are paid $12.00 an hour.
• Graduate tutors are paid $13.00 an hour.
• Tutors are paid for all activities outlined in the “Writing Tutor Responsibilities” section.
• Tutors who complete all their training requirements will receive a College Reading & Learning Association (CRLA) Internationally Certified Level One Tutor credential.
• Tutors become a part of the SCAA Learning Community, a group of passionate and fun peers, and are invited to several SCAA social activities.

Contact Information
Mercedita Santiago  |  mercedita.santiago@csueastbay.edu  |  510.885.4459
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 by 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>College</th>
<th>Dates Attended</th>
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Relevant Professional/Volunteer Experience:

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<th>Institution/Organization</th>
<th>Dates Worked</th>
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Earliest date available for employment: ________________

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1. Please list the subjects and courses (including course numbers relevant to courses offered at CSUEB) that you wish to tutor. You must have received at least a grade of B to tutor a subject.

2. Please list the classes you have taken at CSUEB that pertain to the subject(s) listed in question 1. If you have taken classes at a school other than CSUEB, please specify. List course numbers, if possible.

3. List your specific work experience in tutoring or a related field. Include dates and lengths of time employed.

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

5. Please explain why you would like to be a tutor.

As a Writing Tutor applicant, please attach a copy of a graded paper as a sample of your writing.

Contact Information
Mercedita Santiago | mercedita.santiago@csueastbay.edu | 510.885.4459
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 NetID ________________________

Dear Faculty Member:

This student has applied for a Writing Tutor 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 writing for college 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.

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