

## LEARNING CENTER TUTOR OR & SUPPLEMENTAL INSTRUCTION (SI) LEADER POSITIONS

For specific assignments and/or courses available, visit [www.fresnostate.edu/studentaffairs/lrc/about/jobs.html](http://www.fresnostate.edu/studentaffairs/lrc/about/jobs.html).

**Appointment Date: During the academic semesters: January – May and August – December**

Under the supervision of the Academic Support Coordinator, the peer tutor or SI Leader or SI Leader provides academic support to CSU Fresno students. Peer tutors or SI Leaders or SI Leaders must attend and participate in training, and meetings. Peer tutors or SI Leaders or SI Leaders should also have the ability to provide guidance to students, model good academic habits, promote student self-esteem, and independent learning.

Peer tutors or SI Leaders should have the potential to quickly learn skills to facilitate independent-learning, effectively ask questions, motivate students to interact, and make lessons memorable. There is a required training that will develop the expected skills.

### Minimum Qualifications:

- Must be currently enrolled at Fresno State
- Undergraduate student must be enrolled in at least 6 units
- Graduate students must be enrolled in at least 4 units
- Must have a cumulative GPA of 3.0 on a 4.0 scale
- Must have obtained a "B" or better in the class(es) of interest
- Must have Sophomore Standing

### Skills and Abilities:

- Must have the ability to work effectively with people from diverse ethnic, cultural, and socio-economic backgrounds
- Must possess good oral and written communication skills
- Must demonstrate a solid foundation of subject content
- Must have a good understanding of general university policies and procedures, support services, and student life at Fresno State

### Terms of Employment:

- Employment is for one semester, with subsequent employment contingent upon satisfactory performance and supervisor evaluation
- Attend mandatory orientation
- Attend training sessions: all mandatory training sessions and meetings are paid
- Non-negotiable starting wage of \$11.00 per hour

### Application Packet Requirements:

- A.  Application: Completed Learning Center application packet: Including all items listed below
- B.  Unofficial Transcripts: Copy of most recent unofficial transcript, printed off from your *My Fresno State Portal*
- C.  Schedule: A copy of your class schedule, printed off from your *My Fresno State Portal*
- D.  Other obligations, include in schedule any additional time for labs or other obligations you may have
- E.  RECOMMENDATION – Submit **one faculty** recommendation for **each subject area** you wish to tutor or lead (Supplemental Instruction)
  - We understand recommendations may take time to obtain or may be sent separately to the Learning Center
  - You can submit items A-D while you wait for your recommendation; you will be contacted once your packet is complete

### Application Deadline:

Review of applications and hiring will be continuous. We anticipate hiring to begin on or before the semester begins.

### Application Can Be Obtained:

Application can be filled out on-line by logging into your: **My Fresno State Portal** and selecting **eRecruit**.

Learning Center

[www.fresnostate.edu/learningcenter](http://www.fresnostate.edu/learningcenter)

Phone 559.278.3052 Fax 278.7460

Henry Madden Library, Collection Level (Basement)

5200 N Barton Ave. Fresno CA, 93740 M/S ML44

DIVISION OF STUDENT AFFAIRS 08/01/13



**BEFORE APPLYING**

\* Read Job Description & Requirements  
\* Select Position You Are Applying For Below

**FRESNO STATE**

Learning Center

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T

<input type="checkbox"/> Tutor	<input type="checkbox"/> Grad. Intern.- <u>Fill section 1, 3, 4</u>
<input type="checkbox"/> Supplemental Instruction Leader	<input type="checkbox"/> Student Assistant- <u>Fill section 1, 3, 4</u>

Student Campus ID Number \_\_\_\_\_

Last Name (As it appears on social security card) \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Other Preferred: First Name \_\_\_\_\_

Local Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ MSG/Cell Phone \_\_\_\_\_

YES  NO  
**Work Study- Funding**  
(Eligible through Financial Aid)

EMAIL: \_\_\_\_\_  Daily  Rarely  
Fresno State Email

EMAIL: \_\_\_\_\_  Daily  Rarely  
Alternate Email

<b>How many hours are you available to work?</b> Hours: _____	<b>Are you available evening hours?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Note: Some positions at LC may have evening hours
<b>On Campus:</b> Are you currently employed on campus? <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES" how many hours per week do you work? Hours: _____	Where on campus: _____
<b>Off Campus Employment:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No - (Fill back of application)	Supervisor Name: _____
Position: _____	Phone: _____

**SECTION #1 EDUCATION & CONSENT OFFICE USE**

Student level:  Freshmen  Sophomore  Junior  Senior  Post Grad/Graduate

Major: \_\_\_\_\_

Units enrolled in: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Expected semester and year of graduation: \_\_\_\_\_ Semester \_\_\_\_\_ Year

When considering my application the Learning Center professional staff has my consent to download my class schedule to verify my availability:  Yes  No **Initials:** \_\_\_\_\_

Start Date: \_\_\_\_\_

Returning  New Hire  
 Work Study  Other

Pay Rate: \$ \_\_\_\_\_ I-9: \_\_\_\_\_

Area: \_\_\_\_\_

**Budget:**

- LC  Bridge - LC
- SI  Bridge SI
- SN  Bridge SN
- EOP  Bridge EOP
- Title V  \*Other

\*OTHER: \_\_\_\_\_

- \_\_\_\_ Schedule Excel Sheet
- \_\_\_\_ Status Sheet
- \_\_\_\_ (F)-Confidentiality sheet
- \_\_\_\_ (F)-Schedule
- \_\_\_\_ Faculty Check
- \_\_\_\_ M \_\_\_\_ F
- \_\_\_\_ Contract
- \_\_\_\_ Recommendation
- \_\_\_\_ Picture
- \_\_\_\_ TutorTrac \_\_\_\_ Picture
- \_\_\_\_ **Mail Box**
- \_\_\_\_ Name Tag
- \_\_\_\_ Folder
- \_\_\_\_ OSHA
- \_\_\_\_ Hire -People Soft
- \_\_\_\_ P/Soft Security
- \_\_\_\_ Other Employment on campus -Hr.

**SECTION #2 SUBJECT**

**PRIMARY SUBJECTS:** You must have received a "B" or better in each course.

SUBJECT COURSE # FACULTY

(1) \_\_\_\_\_

(2) \_\_\_\_\_

**ALTERNATIVE SUBJECTS:** I am willing to tutor the following courses as well.

SUBJECT COURSE # FACULTY

<b>Example:</b> Math	<b>Example:</b> 100, 47, 4RA	<b>Example:</b> Dr. Marshal
(3)		
(4)		
(5)		
(6)		
(7)		

See Back →

**SECTION #3**

**WORK EXPERIENCE**

Position	Organization	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list at least three professional references along with their contact information:

Name	Email/Other	Phone Number
A. _____	_____	_____
B. _____	_____	_____
C. _____	_____	_____

**SECTION #4**

**WHY DO YOU FEEL YOU QUALIFY FOR THIS POSITION**

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I certify that the information submitted in this application is correct, the email address I have provided may be used to contact me about my application and services I may find useful.

**Sign:** \_\_\_\_\_ Date: \_\_\_\_\_  
Applicants Signature



**QUESTIONS REGARDING POSITION:** ↓ Contact the following persons for additional information.

LEARNING CENTER  
 559.278.3052  
 FAX: 278.7460  
 Henry Madden Library  
 Collections (Basement)  
 5200 N. Barton Ave. M/S ML44  
 Fresno, CA 93740-8014  
 Division Student Affairs 11/9/2012



→ Tutoring  
 → Grad. Intern

Contact:  
**William Hardaway**  
 Academic Support Coordinator

→ Supplemental Instruction  
 Leader  
 → Grad Intern.

Contact:  
**Mai Kou Vang**  
 Academic Support Advisor  
 mvang@csufresno.edu

→ Student Assistant  
 Front Desk

Contact: **Karen Lowe**  
 Administrative Support  
 karenlo@csufresno.edu  
 559.278.8437

**Learning Center:** [www.fresnostate.edu/learningcenter](http://www.fresnostate.edu/learningcenter)

**Job Information:** [www.fresnostate.edu/studentaffairs/lrc/about/jobs.html](http://www.fresnostate.edu/studentaffairs/lrc/about/jobs.html)

**OFFICE USE ONLY**

Date	Comments
_____	_____
_____	_____
_____	_____
_____	_____

# RECOMMENDATION

The student below has applied for a position at the Learning Center. Our office provides tutoring in different subject areas, academic success workshops, supplemental instruction, and academic coaching. To help us ensure that students receive high quality services, we would like candid feedback regarding this applicant and their potential. Please return the completed recommendation to the Learning Center address is located on the back.

STUDENT FILL OUT

Student: \_\_\_\_\_  
PRINT First Last

<input type="checkbox"/> Tutor	<input type="checkbox"/> Grad. Intern.
<input type="checkbox"/> Supplemental Instruction Leader	<input type="checkbox"/> Student Assistant

\_\_\_\_\_  
Student Campus ID

**Recommendation From:**  Faculty  Other **Position/Title:** \_\_\_\_\_

Name: \_\_\_\_\_  
PRINT First Last

**Work experience in position/other requesting recommendation:**

Position Organization Dates of employment/other

## EVALUATION

Student's ability to serve in this position: (Circle the number that best applies to the applicant)

NA - Does not apply    1 - Fair    2 - Average    3 - Above Average    4 - Unable To Evaluate

### QUALIFICATIONS

Knowledge of Subject/Area	NA	1	2	3	4
Academic Maturity	NA	1	2	3	4
Interact easily with people/students	NA	1	2	3	4
Verbal Communication Skills	NA	1	2	3	4
Potential to Teach	NA	1	2	3	4

### SKILLS

Critical Thinking	NA	1	2	3	4
Research	NA	1	2	3	4
Problem solving	NA	1	2	3	4
Organization	NA	1	2	3	4
Application of new strategies	NA	1	2	3	4

### RECOMMENDATION

Highly recommend this student	NA	1	2	3	4
Have reservation in recommend this student	NA	1	2	3	4
Do not recommend this student	NA	1	2	3	4

### ADDITIONAL COMMENTS

EVALUATOR FILL OUT



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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Questions regarding the center or other information contact us. See Back Page →**