



The Student Center for Academic Achievement (SCAA) MATH & STATISTICS 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 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, online tutors Supplemental Instruction (SI) Leaders, Writing Associates (WAs), and Receptionists. We are looking for individuals who are interested in helping their peers engage in life-long learning; possess patience and good communication skills; are sensitive to diverse student needs; are reliable, committed, and accountable; are willing to creatively and collaboratively contribute to SCAA's development; and are interested in becoming a part of a community that is passionate about student success.

Math & Statistics Tutor Responsibilities:

- Commit to 5-10 tutoring hours of availability per week by working with our students in math and/or statistics. Since students may come to you in a variety of courses, we expect our tutors to be familiar with the following courses:
 - For **Math Tutors**: College Algebra, Pre-Calculus, Calculus or Business Calculus
 - For **Statistics Tutors**: Elements of Statistics and Probability
- Participate in an intensive orientation at the beginning of the Fall/Spring Semester and attend monthly staff meetings and ongoing new tutor training activities throughout the year.
- Develop resources (videos, handouts, workshops, etc.) according to CSUEB student needs
- Use talents to assist in SCAA's development and operations in areas such as outreach, training, observations, etc.

Requirements:

- Must be enrolled as a sophomore, junior, senior or grad student at CSUEB for the academic year
- Must have availability for consistent working hours and regular meetings for a maximum of 20 hours a week
- A cumulative GPA of at least a 3.0
- 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
- A completed application (attached) with professor referral or a brief recommendation by a professor (form provided in application).

Pay Rates and Other Perks:

- Tutors are paid \$15.00 an hour

Contact Information

Sara Schupack | sara.schupack@csueastbay.edu

- Tutors are paid for all activities outlined in the “Math Tutor Responsibilities” section

- Tutors who complete all their training requirements will receive a College Reading & Learning Association (CRLA) Internationally Certified Level Two 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. Tutors also develop professional skills transferrable to future careers, including communication, organizational, and problem-solving skills.

Application Instructions:

Please fill out this application form completely and attach the following documentation:

- Email referral by a Faculty Member *or* Faculty member recommendation letter (see attached form on page 5)
- Copy of an unofficial transcript -- if available, CSUEB transcript preferred

Submit your completed application and additional documents to Sara Schupack. You will be contacted if selected for an interview.

Application Position:

- Math/Stats Tutor Writing Tutor Science Tutor SI Leader Receptionist

Name: _____ Date _____

Preferred Pronoun (He/She/They): _____ Ethnicity (optional): _____

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

Horizon email: _____ Phone number, most accessible: _____

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

EDUCATION:

Major: _____ Minor: _____

Academic Status: Freshman Sophomore Junior Senior Graduate

Educational Experience:

College	Dates Attended	GPA	Degree

Expected Graduation Gate (Semester, Year): _____

Hours available to work per week: _____

How did you find out about this opportunity? _____

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This section will be filled out by our staff members if you are invited to an

interview: Last 4 digits of SS No. _____ Net

ID _____ US Citizen: Yes No

If No, does student have a Work Permit? Yes No

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**Student Employment Application for SCAA
The Student Center for Academic Achievement (SCAA)
- Math/Stats Tutor Short Answers**

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. You must be able to tutor up to calculus.

2. Please describe how your work experiences in tutoring and/or other previous experiences will assist you in becoming an effective SCAA Math/Stats Tutor.

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3. Please explain why you would like to be a SCAA Math/Stats Tutor. How do you imagine you will be helping students with mathematics and statistics in this position?

4. Please describe your approach to time-management and how you would apply that to your work in the SCAA:

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***The Student Center for Academic Achievement (SCAA)—
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. **Please allow your recommenders enough time to write a thoughtful narrative of your ability to be a tutor.** This recommendation is a requirement to complete your application. A physical copy of the letter must be included with other materials in your applion.

Applicant's Name _____ Student NetID _____

Dear Faculty Member:

*This student has applied for a Math/Stats 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 math and statistics for college courses.** You may write in the space below or attach a document to this form or email sara.schupack@csueastbay.edu*

Faculty Name _____ Department _____

E-Mail _____ Phone Number: _____

Faculty Signature _____ Date _____

After completing this form, please return it to the student so that they may include it in their application.

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