



The Student Center for Academic Achievement (SCAA) 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 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 supporting 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.

SI Leader Responsibilities:

- Participate in an intensive SCAA orientation and SI training at the beginning of the semester
- Attend monthly SCAA/SI Leader meetings and participate in ongoing training activities throughout the semester.
- 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 (2) **one hour and 15 minutes** SI sessions 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:

This position is an on-campus position, however, due to COVID and to prevent the spread of the virus, you will temporarily be working remotely until further notice. The remote work arrangement is subject to change at any time so please be prepared to work on campus when notified

- 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 to be an SI Leader for with at least a B
- A cumulative GPA of at least a 3.0
- 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

Pay Rates and Other Perks:

- SI Leaders are paid \$15.00 per hour.

Contact Information

Waffaa Hanna | waffaa.hanna@csueastbay.edu

- SI Leaders are paid for all activities outlined in the “SI Leader Responsibilities” section.
- 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. Submit the full application in person at the SCAA on the second floor of the University Library or e-mail to the Supplemental Instruction (SI) Coordinator, Waffaa Hanna. If selected for an interview, you will be contacted by e-mail.

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

Contact Information

Waffaa Hanna | waffaa.hanna@csueastbay.edu

**Student Employment Application for
The Student Center for Academic Achievement
(SCAA)**



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? _____

Preferred 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 (Quarter, Year): _____

Hours available to work per week: _____

Other than class, do you have any other obligations (other on-campus jobs, other off-campus jobs, clubs, etc.)? If so, how many hours is your commitment?

How did you find out about this opportunity? _____

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

Contact Information

Waffaa Hanna | waffaa.hanna@csueastbay.edu |

**Student Employment Application for
The Student Center for Academic Achievement
(SCAA) – SI Leader Short Answers**



**CALIFORNIA STATE
UNIVERSITY
EAST BAY**

Student Center for Academic Achievement

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.)?
5. How do you approach time-management? How do you envision fitting in work in the SCAA with your other responsibilities? (150 words or less)

Contact Information

Waffaa Hanna | Waffaa.hanna@csueastbay.edu |

**Student Employment Application for
The Student Center for Academic Achievement
(SCAA) – Faculty Recommendation Letter**



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 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

Waffaa Hanna | Waffaa.hanna@csueastbay.edu |