Science, Math, and Related Topics (SMART) Lab Application

JOB DESCRIPTION

The Learning Resource Center serves students needing assistance in courses or desiring to improve skills such as reading, writing, note taking, test taking and study strategies — skills necessary for effective university-level learning. The Center also provides services that support, supplement and enrich the University's regular academic curriculum.

The SMART Lab offers individual and small group tutoring for subjects such as biology, chemistry, economics, physics, and philosophy, as well as numerous math courses including algebra, calculus, and statistics. The SMART lab operates Monday through Friday and no appointment is necessary.

Prerequisites to Employment
- Enrollment at CSUN (minimum 6 units)
- Available for regularly scheduled in-service training and staff meetings (mandatory)
- Must have an overall GPA of 3.0 or higher
- Must have previously taken the course to be tutored and received a minimum grade of B
- Must be able to communicate effectively with people

How can I apply to be a SMART Lab Tutor?
Please e-mail Karen Abramowitz**,** Coordinator for the SMART Lab, to make an appointment. You will need two letters of recommendation and a copy of your unofficial transcripts.

To apply, submit an application via mail or through email:

Karen Abramowitz, SI/SMART Lab Coordinator
Oviatt Library 300 East Wing, Mail Code 8325
Email: Karen.j.abramowitz@csun.edu
Phone: (818) 677-2033

EMPLOYMENT APPLICATION

California State University Northridge

Learning Resource Center-SMART Lab/Supplemental Instruction
Oviatt Library 300 East Wing

DATE APPLIED_____ POSITION APPLYING FOR_____

NAME_____ STUDENT ID_____

EMAIL_____

PERMANENT   LOCAL
ADDRESS_____   ADDRESS_____

CITY STATE_____ ZIP_____   CITY/STATE_____ ZIP_____

PHONE_____   CELL PHONE_____

ACADEMIC INFORMATION

MAJOR_____   MINOR_____

CUMULATIVE GPA_____   MAJOR GPA_____

CLASS STANDING_____   EXPECTED GRADUATION DATE_____

What courses are you qualified to tutor?

COURSE	GRADE
_____	_____
_____	_____
_____	_____
_____	_____

WORK-STUDY

A WORK-STUDY AWARD IS PREFERABLE, BUT NOT REQUIRED FOR EMPLOYMENT.

Have you been awarded federal work-study funds?   Yes ☐   No ☐

    If yes, how much per semester? _____

AVAILABILITY

How many units are you taking or plan to take? _____

How many hours would you like to work? _____

Are or will you be working elsewhere on campus?   Yes ☐   No ☐

    If yes, how many hours? _____

REFRERENCES	List three academic references. (Use the attached recommendation forms for your formal references) NAME/TITLE ADDRESS/DEPARTMENT _____ _____ _____ _____ _____ _____
PERSONAL STATEMENT	**In the space below**, write one or two paragraphs explaining why you believe you will make a good tutor.

To complete your application, submit the following:

A. TWO LETTERS OF RECOMMENDATION (Use the two forms attached to this application.)

B. A COPY OF YOUR OFFICIAL OR UNOFFICIAL TRANSCRIPTS.

I hereby certify that all statements made are true to the best of my knowledge and belief. I understand that my stated pre-employment qualifications are subject to investigation and I hereby authorize the Learning Resource Center to investigate any and all information on this application. I understand that any false statements appearing on any employment form will be sufficient cause for immediate dismissal.

_____   _____
                 Signature of Applicant   Date

TUTOR RECOMMENDATION

California State University
Northridge

Learning Resource Center-SAT Lab/Supplemental Instruction
Oviatt Library 300 East Wing

Applicant Name_____

Student ID_____   Date_____

To Recommender: The above named applicant has applied for a position as a tutor in the Learning Resource Center. As a tutor, the applicant will provide services to any CSUN student seeking help in the applicant's subject area(s). Please complete this form and make any comments you deem appropriate.

You may return this form via the applicant or campus mail. Our mail drop is 8325. If you are off campus, please address your letter to:

> California State University, Northridge
> Learning Resource Center
> 18111 Nordhoff Street
> Northridge, California, 91330-8325

If you have any questions or comments, our telephone number is (818) 677-2033.

How long have you known the applicant and in what capacity?_____
_____
_____

What course(s) did the applicant take with you?

COURSE	GRADE
_____	_____
_____	_____
_____	_____

What levels do you think the applicant can tutor?   100 ☐   200 ☐   300 ☐   400 ☐

Rate the applicant's ability: Outstanding ☐   Good ☐   Fair ☐   Poor ☐

Additional Comments:_____
_____
_____
_____

_____   _____
Recommender's Name (please print)   Recommender's Signature

_____   _____
Title & Department   Date

TUTOR RECOMMENDATION

California State University
Northridge

Learning Resource Center-SAT Lab/Supplemental Instruction
Oviatt Library 300 East Wing

Applicant Name_____

Student ID_____   Date_____

To Recommender: The above named applicant has applied for a position as a tutor in the Learning Resource Center. As a tutor, the applicant will provide services to any CSUN student seeking help in the applicant's subject area(s). Please complete this form and make any comments you deem appropriate.

You may return this form via the applicant or campus mail. Our mail drop is 8325. If you are off campus, please address your letter to:

> California State University, Northridge
> Learning Resource Center
> 18111 Nordhoff Street
> Northridge, California, 91330-8325

If you have any questions or comments, our telephone number is (818) 677-2033.

How long have you known the applicant and in what capacity?_____
_____
_____

What course(s) did the applicant take with you?

COURSE	GRADE
_____	_____
_____	_____
_____	_____

What levels do you think the applicant can tutor?   100 ☐   200 ☐   300 ☐   400 ☐

Rate the applicant's ability: Outstanding ☐   Good ☐   Fair ☐   Poor ☐

Additional Comments:_____
_____
_____
_____

_____   _____
Recommender's Name (please print)   Recommender's Signature

_____   _____
Title & Department   Date