What is the Science Math and Related Topics (SMART) Lab?
The SMART Lab offers tutoring in subjects including accounting, biology, chemistry, economics, geography, mathematics, physics, psychology sociology, statistics, and more.

What are the benefits of being an SMART Lab Tutor?
SMART Lab tutoring is a paid position. The SMART Lab is a pleasant, informal environment in which to work. It’s an opportunity for students to improve their ability to communicate, gain experience working with peers, and strengthen their skills in a given academic subject.

What are the minimum criteria needed to apply?
- Sophomore, Junior, Senior, or Graduate students preferred
- Have an overall GPA of 3.0 or higher
- Have taken the course to be instructed and received a grade of B+ or better
- Have excellent organizational, communication and interpersonal skills

How can I apply to become a SMART Lab tutor?
1. Complete the following application.
2. Attach a copy of your unofficial transcripts.
3. Attach a copy of your class schedule for the semester you plan on working.
4. Attach 2 recommendation forms (found at the end of this application).
   - May be emailed by Professor directly to siandsmart@gmail.com
5. Drop off completed application to Learning Resource Center (LRC) located on the 3rd floor of the Oviatt Library.

For more information contact:
Karen Abramowitz
Supplemental Instruction & SMART Lab Coordinator
E-mail: karen.j.abramowitz@csun.edu
Phone: (818) 677-2033
Learning Resource Center
Oviatt Library 300 East Wing
# EMPLOYMENT APPLICATION

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Date Applied</th>
<th>Student ID</th>
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<tbody>
<tr>
<td>Name</td>
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<td>Email</td>
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<tr>
<td>Permanent Address</td>
<td>Local Address</td>
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<td>City/State</td>
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<tr>
<td>Phone</td>
<td>Cell Phone</td>
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## ACADEMIC INFORMATION

<table>
<thead>
<tr>
<th>Major</th>
<th>Expected Graduation Date</th>
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<tbody>
<tr>
<td>Minor</td>
<td>Class Standing</td>
</tr>
<tr>
<td>GPA (Overall)</td>
<td>GPA (Major)</td>
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For which course(s) would you like to tutor?

COURSES

## WORK STUDY

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

<table>
<thead>
<tr>
<th>Have you been awarded work-study funds?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, how much per semester?</td>
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## AVAILABILITY

| How many units are you taking or plan to take? | How many hours would like to work? |
|--|--|--|--|
| Are or will you be working elsewhere on campus? | YES | NO |
| If yes, how many hours?                      |     |

## FOR DEPARTMENTAL USE ONLY

<table>
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<tr>
<th>Interview Date:</th>
<th>Interview Time: am/pm</th>
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<tbody>
<tr>
<td>Hired? Yes</td>
<td>No</td>
</tr>
<tr>
<td>Completed Application</td>
<td>Recommendation Form</td>
</tr>
<tr>
<td>Unofficial Transcript</td>
<td>Recommendation Form</td>
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</tbody>
</table>
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.
C. A BRIEF WRITING SAMPLE

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
To Recommender:
As a SMART Lab 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 email to siandsmart@gmail.com or via the applicant or campus mail (mail drop 8325). If you are off campus, address your letter to:

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

If you have any questions, please email Karen Abramowitz at karen.j.abramowitz@csun.edu or call (818) 677-2033.

Course(s) this student has taken from you:

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<th>SEMESTER</th>
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How long have you known the applicant and in what capacity?

________________________________________________________________________

Rate the student’s understanding of the material (circle answer):

EXCELLENT  GOOD  FAIR  POOR

Rate the student’s ability to communicate effectively (circle answer):

EXCELLENT  GOOD  FAIR  POOR

Additional Comments:

________________________________________________________________________

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Recommender’s Signature ___________________  Recommender’s Name ___________________  Title & Department ___________________
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Additional Comments:

________________________________________________________________________

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Recommender’s Signature ___________________________ Recommender’s Name ___________________________ Title & Department ___________________________