JOB DESCRIPTION

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 this fillable PDF
   - saved “FirstName_LastName_SMARTApp”
2. Attach a copy of your unofficial transcripts
   - saved “FirstName_LastName_Unofficial Transcripts”
3. Attach a copy of your class schedule for the semester you plan on working
   - saved “FirstName_LastName_Class Schedule”
4. Attach 2 recommendation forms (found at the end of this application)
   - May be emailed by Professor directly to siandsmart@gmail.com
5. Email to siandsmart@gmail.com
   - Subject Line: “First Name Last Name SMART Application”

For more information contact:

Karen Abramowitz
Supplemental Instruction & SMART Lab Coordinator
Location: OV 300
E-mail: karen.j.abramowitz@csun.edu
Phone: (818) 677-2033
In the space below, briefly explain why you think you would make an effective 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
SMART LAB TUTOR

RECOMMENDATION LETTER

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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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:


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

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 __________________________