

Instructional Student Assistant Application

Date: _____
First Name: _____
Last Name: _____
HSU Student ID #: _____
Local Address: _____
City and ZIP Code: _____
HSU Email Address: _____
Home Phone: _____
Cell Phone: _____

Please use the list below to select the position(s) for which you are applying. Please visit our website for further information. Job # corresponds to listings and complete position descriptions on Academic Personnel Services page.

- General Tutor (Job #140)
- Math Lab Tutor (Job #141)
- Science Lab Tutor (Job #140)
- Supplemental Instruction Leader (Job #156)
- Writing Studio Consultant (Job #145)

Please note: You must be enrolled at HSU in at least 6 units (4.5 for graduate students)

Have you been awarded Federal Work Study for the current academic year? Yes No Amount: _____

Other locations on campus where you currently work: _____ Job Title: _____
Supervisor: _____ Phone Number: _____

If hired, how many hours per week would you prefer to work? _____

Do you have previous experience as a tutor? Yes No Employer: _____

Type of tutoring? _____ Dates: _____

Subjects and grade level tutored: _____

Class: Fr So Jr Sr Grad

Major: _____

Proposed # of units enrolled: _____

Anticipated graduation date: _____

Do you speak Spanish? _____

Other languages: _____

Optional: Are you affiliated with any of the following campus programs?

- EOP
- ITEPP
- INRSEP
- Athletics
- Other: _____

Are you available to work during the summer? Yes No If so, which dates? _____

If necessary, can you attend training(s) the week before the semester begins? Yes No

Math Lab: Have you completed Math 481? Yes No In progress

Writing Studio: Have you completed English 450? Yes No In progress

Courses for which you would like to be a tutor or SI leader:

Course Number (i.e. BIOL 105)	Professor	College Taken	Grade Received

References (Two must be faculty members in a program relevant to your desired position):

Name	Title/Relationship	Email	Phone

Please include the following items with your completed application:

- A current resume
- A current, unofficial copy of your HSU transcript
- A completed Application Form for Academic Employment for each job number for which you are applying (see #s above). Form at <https://www.humboldt.edu/forms/node/757>
 - Includes completion of the supplemental application as part of the above.
- A completed copy of the Schedule of Availability
- For SI Leaders: Cover Letter explaining why you believe you would be best for the job.
- For Writing Studio:
 - Cover Letter explaining your interest in the position and describing how your academic, work and/or personal experiences have prepared you to join the Writing Studio.
 - Writing Sample from an HSU course. Analytical and/or argumentative writing only. If you choose a lab report, be sure to include sections that show your analytical writing, i.e., Introduction and/or Discussion. 20 pages max.

Please note: A valid form of picture ID (HSU ID, CA Drivers License, etc.) and Social Security Card are required at the time of hire. You will not be able to start working until all paperwork has been submitted and approved. If you do not have a social Security Card, please contact: SOCIAL SECURITY, 3144 BROADWAY, EUREKA, CA 95501 Local Number: 1-707-445-9610, National Toll-Free: 1-800-772-1213: <http://www.socialsecurity.gov>

Please submit completed application to the front desk of the Learning Commons, Lower Library 55.

Direct any questions to the appropriate supervisor:

- General Tutors / Fall Bridge Tutors: Michele Miyamoto, michele.miyamoto@humboldt.edu
- Math Lab Tutors: Su Karl, su@humboldt.edu
- Science Lab Tutors: Cai Stuart-Maver, cai@humboldt.edu
- Supplemental Instruction Leaders: Arianna Thobaben, arianna.thobaben@humboldt.edu
- Writing Studio Consultants: Jessica Citti, jessica.citti@humboldt.edu