



## The Student Center for Academic Achievement (SCAA) MATH & STATISTICS TUTOR 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 helping 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.

### Math & Statistics Tutor Responsibilities:

- Commit to 5 tutoring hours of availability per week by working with our students in math and/or statistics. Since students may come to you in a variety of courses, we expect our tutors to be familiar with the following courses:
  - For **Math Tutors**: College Algebra, Pre-Calculus, Calculus or Business Calculus
  - For **Statistics Tutors**: Elements of Statistics and Probability
- Participate in an intensive orientation at the beginning of the Fall/Spring Semester and attend monthly staff meetings and ongoing bi-weekly training activities throughout the year.
- Develop resources (videos, handouts, workshops, etc.) according to CSUEB student needs
- Use talents to assist in SCAA's development and operations in areas such as outreach, training, observations, etc.

### Requirements:

- Must be enrolled as a sophomore, junior, senior or grad student at CSUEB for the academic year
- Must have availability for consistent working hours and regular meetings for a maximum of 20 hours a week
- A cumulative GPA of at least a 3.0
- 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
- A completed application (attached) with professor referral or a brief recommendation by a professor (form provided in application).

### **Contact Information**

Dr. Shonda Goward | shonda.goward@csueastbay.edu | 510.885.4759

### **Pay Rates and Other Perks:**

- Tutors are paid \$15.00 an hour, with the opportunity for raises with each academic year you are a math/stats tutor
- Tutors are paid for all activities outlined in the “Math Tutor Responsibilities” section
- Tutors who complete all their training requirements will receive a College Reading & Learning Association (CRLA) Internationally Certified Level One Tutor credential
- Tutors become a part of the SCAA Learning Community, a group of passionate and fun peers, and are invited to several SCAA social activities. Tutors also develop professional skills transferable to future careers, including communication, organizational, and problem-solving skills.

### **Application Instructions:**

Please fill out this application form completely and attach the following documentation:

- Referral by a Faculty Member *or* Faculty member recommendation letter (see attached form on page 5)
- Copy of an unofficial transcript -- if available, CSUEB transcript preferred

Submit your completed application and additional documents to Dr. Shonda Goward. You will be contacted if selected for an interview.

### **Equal Opportunity Employer**

As an Equal Opportunity Employer, Cal State East Bay does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran's status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.

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



**Student Center for Academic Achievement**

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: \_\_\_\_\_

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

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**Student Employment Application for  
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CALIFORNIA STATE  
UNIVERSITY  
EAST BAY

Student Center for Academic Achievement

1. Please list the subjects and courses (including course numbers relevant to courses offered at CSUEB) that you wish to tutor. You must have received at least a grade of B to tutor a subject. You must be able to feel comfortable tutoring up to calculus. Please refer to Mathematics and Statistics Departments' list of courses: <http://tinyurl.com/l5kq9xl>
2. Please describe how your work experiences in tutoring and/or other previous experiences will assist you in becoming an effective SCAA Math/Stats Tutor. (150 words or less)
3. Please explain why you would like to be a SCAA Math/Stats Tutor. How do you imagine you will be helping students with mathematics and statistics in this position? (150 words or less)
4. Please describe your approach to time management, and how you would apply that to your work in the SCAA.

**Contact Information**

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**Student Employment Application for  
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(SCAA) – Faculty Recommendation Letter**



CALIFORNIA STATE  
UNIVERSITY  
EAST BAY

Student Center for Academic Achievement

**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. **Please allow your recommenders enough time to write a thoughtful narrative of your ability to be a tutor.** This recommendation is a requirement to complete your application. A physical copy of the letter must be included with other materials in your application.

Applicant's Name \_\_\_\_\_ Student NetID \_\_\_\_\_

*Dear Faculty Member:*

*This student has applied for a Science Tutor 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 biology, physics, or chemistry for college 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 return it to the student so that they may include it in their application.*

**Contact Information**

Dr. Shonda Goward | shonda.goward@csueastbay.edu | 510.885.4759

Your Name: \_\_\_\_\_

I am a (Writing/Math/Stats/Science) \_\_\_\_\_ Tutor

AVAILABILITY FOR \_\_\_\_\_ (Semester/Year)

**PLEASE PUT A “Y” ON HOURS YOU CAN WORK and “C” on those hours you’re in class. For WAs, please indicate WA for all your WA hours only and Y and C for the rest. For OWL Tutors, indicate the number of papers/week you intend to work on.**

When you give us your proposed tutoring hours, we will expect you to be available during those times **throughout the semester.**

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-1:00					
1:00-2:00					Summer:
2:00-3:00					Mon-Thu 10-2
3:00-4:00					
4:00-5:00					Semester:
5:00-6:00					Fridays 10-1
<b>Number of OWL papers per week</b>					

<b>The number of hours per week that you would like to work as a <i>Peer Tutor</i> (face to face tutoring)</b>	
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**Notes (potential vacations, anticipated absences, other jobs we should be aware of, etc.):**

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**-- Math/Stats/Science Tutors Flip Over for Course Selection --**

**For Math/Stats/Science Tutors:** Please check off *all* the courses you can tutor in your subject. You will be assigned those courses for table. If you would like to take on appointments in other subjects, please check off additional courses outside your subject area.

<b>Math Courses</b>	<b>Stats Courses</b>
<input type="checkbox"/> MATH 115 (Algebra) <input type="checkbox"/> MATH 118 (Mathematics for the Arts and Humanities) <input type="checkbox"/> MATH 120 (Pre-Calculus) <input type="checkbox"/> MATH 125 (Pre-Calculus with Algebra) <input type="checkbox"/> MATH 130 (Calculus I) <input type="checkbox"/> MATH 131 (Calculus II) <input type="checkbox"/> MATH 180 (Mathematics for Business with Calculus) <input type="checkbox"/> MATH 210 (Linear Algebra with Differential Equations) <input type="checkbox"/> MATH 211 (Discrete Structures) <input type="checkbox"/> MATH 225 (Numerical Algorithms and Linear Algebra for Computer Science) <input type="checkbox"/> MATH 230 (Calculus III) <input type="checkbox"/> MATH 300 (Introduction to Mathematical Proof) <input type="checkbox"/> MATH 310 (Linear Algebra Theory) Other Courses (Please Specify):	<input type="checkbox"/> STAT 100 (Elements of Statistics and Probability) <input type="checkbox"/> STAT 101 (Statistics of Everyday Life) <input type="checkbox"/> STAT 110 (Elements of Statistics for Business and Economics) <input type="checkbox"/> STAT 303 (Statistical Methods in Biology) <input type="checkbox"/> STAT 305 (From Data to Decisions) <input type="checkbox"/> STAT 310 (Statistical Methods in Social Sciences) <input type="checkbox"/> STAT 315 (Exploring and Analyzing Data) <input type="checkbox"/> STAT 316 (Stats/Probability for Science/Engineering) <input type="checkbox"/> STAT 320 (Intro to Probability Theory)  <b>Programs:</b> <input type="checkbox"/> SAS <input type="checkbox"/> R/RStudio <input type="checkbox"/> SPSS <input type="checkbox"/> MiniTab <input type="checkbox"/> Excel  Other Courses (Please Specify):
<b>Science Courses</b>	
<b><i>Biology:</i></b> <input type="checkbox"/> BIOL 100 (Biology in the Real World) <input type="checkbox"/> BIOL 101 (Introduction to Biology) <input type="checkbox"/> BIOL 140A (Principles of Cell and Molecular Biology) <input type="checkbox"/> BIOL 140B (Principles of Organismal Biology) <input type="checkbox"/> BIOL 270/1 (Anatomy and Physiology) <input type="checkbox"/> BIOL 310 (Genetic Analysis I) <input type="checkbox"/> BIOL 315 (General Microbiology) <input type="checkbox"/> BIOL 450 (Cell and Molecular Biology) Other Courses (Please Specify):	<b><i>Chemistry:</i></b> <input type="checkbox"/> CHEM 100 (Introduction to College Chemistry) <input type="checkbox"/> CHEM 110 General Chemistry for Engineering) <input type="checkbox"/> CHEM 111 (General Chemistry I) <input type="checkbox"/> CHEM 112 (General Chemistry II) <input type="checkbox"/> CHEM 161 (Basic Chemistry for Health Sciences) <input type="checkbox"/> CHEM 230 (Survey of Organic Chemistry) <input type="checkbox"/> CHEM 233 (Fundamentals of Organic Chemistry) <input type="checkbox"/> CHEM 331 (Organic Chemistry I) <input type="checkbox"/> CHEM 332 (Organic Chemistry II) Other Courses (Please Specify):
<b><i>Physics:</i></b> <input type="checkbox"/> PHYS 115 (Elementary Physics) <input type="checkbox"/> PHYS 125 (Principles of Physics I) <input type="checkbox"/> PHYS 126 (Principles of Physics II) <input type="checkbox"/> PHYS 135 (Physics for Scientists and Engineers I) <input type="checkbox"/> PHYS 136 (Physics for Scientists and Engineers II) <input type="checkbox"/> PHYS 137 (Physics for Scientists and Engineers III) <input type="checkbox"/> PHYS 303 (Biophysics) <input type="checkbox"/> PHYS 350 (Quantum Mechanics I) <input type="checkbox"/> PHYS 351 (Quantum Mechanics II) Other Courses (Please Specify):	<b><i>Computer Science:</i></b> <input type="checkbox"/> CS 100 (Programming for Everyone) <input type="checkbox"/> CS 101 (Computer Science I) <input type="checkbox"/> CS 200 (Advanced Programming for Everyone) <input type="checkbox"/> CS 201 (Computer Science II) <input type="checkbox"/> CS 211 (Discrete Structures) <input type="checkbox"/> CS 221 (Assembly Language and Computer Architecture) <input type="checkbox"/> CS 250 (Introduction to Web Programming) <input type="checkbox"/> CS 301 (Data Structures and Algorithms) Other Courses (Please Specify):