The Student Center for Academic Achievement (SCAA)  
SCIENCE 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 lifelong 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.

Science Tutor Responsibilities:

- Commit to a minimum of 5 hours of tutoring availability per week for the entire academic year in one of the following subjects: biology, physics, computer science or chemistry. Since students may come to you in a variety of courses, we expect our tutors to be familiar with the following courses:
  - For Biology Tutors: Intro Biology, General Biology (Animal Biology, Plant Biology, Molecular and Cellular Biology). Ideal candidates would also be able to tutor Anatomy and Physiology and Microbiology.
  - For Chemistry Tutors: Intro Chemistry, General Chemistry. Ideal candidates would also be able to tutor Quantitative Analysis and Organic Chemistry.
  - For Physics Tutors: Elementary Physics, Intro Physics, General Physics
  - For Computer Science Tutors: Intro to Computer Science, Data Structures
- Participate in an intensive orientation at the beginning of the Fall/Spring Semester and attend bi-weekly staff meetings and ongoing training activities throughout the year
- Conduct in-class outreach presentations to inform students about our services
- 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 conducting observations, representing SCAA at various events, and training

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

Contact Information
Sara Schupack  |  sara.schupack@csueastbay.edu  |  510.885.2304
• 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 a brief recommendation by a professor (form provided in application).

**Pay Rates and Other Perks:**

• Tutors are paid $15.00 an hour, with the opportunity for raises with each academic year they are a science tutor
• Tutors are paid for all activities outlined in the “Science 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 transferrable to future careers, including communication, organizational, and problem-solving skills.

**Application Instructions:**

Please fill out this application form completely and attach the following documentation:
• 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 Sara Schupack. You will be contacted if selected for an interview.
Student Employment Application for 
The Student Center for Academic Achievement 
(SCAA)

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:

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<tr>
<th>College</th>
<th>Dates Attended</th>
<th>GPA</th>
<th>Degree</th>
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Expected Graduation Gate (Quarter, Year): _____________________________

Hours available to work per week: ___________

Other than class, do you have any other obligations (other on-campus jobs, other off-campus jobs, clubs, etc.)? If so, how many hours is your commitment?

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 □
Student Employment Application for
The Student Center for Academic Achievement
(SCAA) – Science Tutor Short Answers

1. Please list the subjects and courses (including course numbers relevant to courses offered at CSUEB) that you wish to tutor in the subject area you have chosen (biology, physics, or chemistry). Please refer to the CSUEB course catalog for specific course numbers. You must have received a “B” or better in the courses below (or their equivalent) to tutor.

2. Please describe how your work experiences in tutoring and/or other previous experiences will assist you in becoming an effective Science Tutor. (150 words or less)

3. Please explain why you would like to be a SCAA Science Tutor. How do you imagine you will be helping students with mathematics and statistics in this position? (150 words or less)
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 recommender 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.

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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
Sara Schupack | sara.schupack@csueastbay.edu | 510.885.2304