

# **SAT Lab Tutor Application**

## ***What is the Subject Area Tutoring lab?***

The SAT Program offers individual and small group tutoring for subjects such as biology, chemistry, economics, physics, and philosophy, as well as numerous math courses including algebra, calculus, and statistics. The SAT lab operates Monday through Friday and no appointment is necessary.

### **Minimum Criteria Needed to Apply:**

- **Must have an overall GPA of 3.0 or higher**
- **Must have previously taken the course to be tutored and received a minimum grade of B**
- **Must be able to communicate effectively with people**

## ***How can I apply to be an SAT Lab tutor?***

SI leaders are hired every semester. Please e-mail Karen Abramowitz, SI/Tutor Coordinator, for an appointment. You will need to bring two letters of recommendation and a copy of your unofficial transcripts.

E-mail: [Karen.j.abramowitz@csun.edu](mailto:Karen.j.abramowitz@csun.edu)  
Location: BH 417; Phone: (818) 677-2033  
**California State University, Northridge**  
**Learning Resource Center (LRC)**

# EMPLOYMENT APPLICATION



Learning Resource Center-SAT Lab/Supplemental Instruction  
Bayramian Hall 408

DATE APPLIED _____	POSITION APPLYING FOR _____
NAME _____	STUDENT ID _____
EMAIL _____	
PERMANENT ADDRESS _____	LOCAL ADDRESS _____
CITY STATE _____ ZIP _____	CITY/STATE _____ ZIP _____
PHONE _____	CELL PHONE _____

<b>ACADEMIC INFORMATION</b>	MAJOR _____	MINOR _____									
	CUMULATIVE GPA _____	MAJOR GPA _____									
	CLASS STANDING _____	EXPECTED GRADUATION DATE _____									
	What courses are you qualified to tutor?										
	<table border="1"><thead><tr><th>COURSE</th><th>GRADE</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	COURSE	GRADE	_____	_____	_____	_____	_____	_____	_____	_____
COURSE	GRADE										
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_____	_____										

<b>WORK-STUDY</b>	<b>A WORK-STUDY AWARD IS PREFERABLE, BUT NOT REQUIRED FOR EMPLOYMENT.</b>
	Have you been awarded federal work-study funds? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, how much per semester? _____

<b>AVAILABILITY</b>	How many units are you taking or plan to take? _____
	How many hours would you like to work? _____
	Are or will you be working elsewhere on campus? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, how many hours? _____

<b>REFERENCES</b>	List three academic references. (Use the attached recommendation forms for your formal references)	
	NAME/TITLE	ADDRESS/DEPARTMENT
	_____	_____
	_____	_____

<b>PERSONAL STATEMENT</b>	<p><b>In the space below</b>, write one or two paragraphs explaining why you believe you will make a good tutor.</p>
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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

# TUTOR RECOMMENDATION



**Learning Resource Center-SAT Lab/Supplemental Instruction  
Bayramian Hall 408**

Applicant Name \_\_\_\_\_

Student ID \_\_\_\_\_ Date \_\_\_\_\_

To Recommender: The above named applicant has applied for a position as a tutor in the Learning Resource Center. As a 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 the applicant or campus mail. Our mail drop is 8325. If you are off campus, please address your letter to:

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

If you have any questions or comments, our telephone number is (818) 677-2033.

How long have you known the applicant and in what capacity? \_\_\_\_\_

What course(s) did the applicant take with you?

COURSE

GRADE

COURSE	GRADE
_____	_____
_____	_____
_____	_____

What levels do you think the applicant can tutor?      100       200       300       400

Rate the applicant's ability:      Outstanding       Good       Fair       Poor

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommender's Name (please print)

Recommender's Signature

Title & Department

Date