Dear Student Employee Applicant,

The Achieve Program provides comprehensive support for college students with learning differences. Students in the Achieve Program are enrolled in regular university coursework; they study and take their exams in our facilities. You can find more info about us at achieve.siu.edu.

We are looking for talented, dedicated, and compassionate students who are seeking flexible and rewarding employment. Our student employees are vital to our students’ success and work in a variety of positions.

- Tutors work with students on course content and study skills for both general and specific classes. Tutors may work with students during weekly scheduled shift hours or with students on an individual basis they schedule.
- Proctors work with students while they take exams in our facilities. Duties may include monitoring for time, reading questions, or acting as a scribe.
- Deskworkers perform a variety of clerical tasks, including answering phones and general questions about the program, data entry, copying, filing; they may also serve as lab managers during the week in the evenings and on Sundays.

In order to be effective in any of these positions at Achieve, you must:

- Be personable, reliable, punctual, adaptable, proactive, and easily accessible by phone and email.
- Have at least a 3.0 GPA.
- Be willing to commit to a full semester of work.
- Have 2-4 hour blocks of time to work.
- Be at least a first-semester sophomore; or transfer student that has been at SIU for at least a year.
- Keep information about students’ identities or learning differences completely confidential.
- Complete University and program trainings as required.

If you’re interested in employment with us and meet our criteria, complete and submit this application, along with your work referral, class schedule, and unofficial transcripts, at https://jobs.siu.edu/view-all-jobs--student. You will be contacted by one of our staff members to come in for an interview/assessment process if your application is approved. Payroll steps will be discussed at the time of interview if you are hired.

Thank you for your interest in student employment with the Achieve Program!

I have read the above information and meet the specified criteria. If hired, I understand that I will be expected to abide by the Achieve Program’s confidentiality guidelines and receive training on both University and program policies. I also understand my image may be used in online and print program materials. Supervisors may access my unofficial transcripts to confirm my GPA continues to meet employment criteria and my course schedule to ensure I’m registered for hours as required by SIU Student Employment/Financial Aid. By signing and dating below, I indicate my consent to these conditions.

Applicant Signature: ________________________________ Date: ________________________________

Comprehensive Support for Learning Differences
Northwest Annex Wing C Room 121 * Mail Code 6832
870 Lincoln Drive, Carbondale, IL 62901
Tel: 618-453-6155 * Fax: 618-453-3711
ACHIEVE PROGRAM STUDENT EMPLOYEE APPLICATION

General Information
For what semester are you applying? ________    How many hours a week would you like to work? _______

I’m applying for (check all that apply):  Tutor ______  Proctor______  Deskworker ______

Name: ___________________________________  DAWG TAG: _____________________________

Campus Address: ____________________________

Local Phone: _______________________________  E-mail: _________________________________

Major: ___________________________________  Minor: _________________________________

GPA (overall): __________  Current Academic Year in School: ____________________________

Are you a transfer student? Yes ______   No ______        If so, from where did you transfer? ______________________

If a transfer student, how many semesters have you been at SIU? ____________________________

Eligible for Federal Work Study? Yes ____  No ____  Accepted FWS as part of your financial aid? Yes ____ No ____

Graduate Students only:
Undergraduate Major/Degree/College attended: __________________________________________

Do you currently have an assistantship? Yes _____   No _____   If yes:  Half-Time ______  Quarter-Time ______

Availability
Our offices are open Monday through Friday, 8am-5pm. Please list your hours of availability below; only list available hours or times that you are willing and able to work!

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Classes and Subjects
In what specific classes are you proficient? If you have expertise over a broad area of a specific subject, you can also list an area (for example, English, Psychology, Math).

1) _________________________  4)_______________________  7)_______________________
2) _________________________  5)_______________________  8)_______________________
3) _________________________  6)_______________________  9)_______________________
Personal Statement and Experience
Please tell us why you would like to work for the Achieve Program and how your skills can contribute to our program. Indicate any past experience that is relevant to your desired position. Also, please indicate how you would be effective in working with college students with learning disabilities. (Attach additional sheet if necessary.)

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Professional References (Optional)
Name: ___________________________ Email: ___________________________
Relationship: ___________________________ Phone number: ___________________________
Name: ___________________________ Email: ___________________________
Relationship: ___________________________ Phone number: ___________________________

Please attach a copy of your unofficial transcript and current semester schedule.