

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](http://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!

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*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: \_\_\_\_\_

# 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: \_\_\_\_\_ DAWGTAG: \_\_\_\_\_

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!

Monday	Tuesday	Wednesday	Thursday	Friday

## 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.)

**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.**

*For Office Use Only:* Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Staff Initials \_\_\_\_\_