



Department of English  
Application for Student Employment  
**Spring 2024**

Completed **applications are due to engl@csus.edu by Thursday, November 16th at 4:00pm**

The Student Personnel Committee will not consider incomplete applications;  
see Section III for a list of required attachments.

Applicant Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Expected Date of Graduation: \_\_\_\_\_ Class Level: \_\_\_\_Sophomore \_\_\_\_Junior \_\_\_\_Senior \_\_\_\_ Graduate

**Please Note:** Positions are subject to availability and budget restraints. Per university policy the English department reserves the right to withdraw appointments once extended.

### Section I: Positions

Number each position that you are applying for by order of preference, with number "1" as first choice (1, 2, 3, etc). Be sure to indicate if you are returning to this position or if you are a new applicant.

Preference	Position	Type	New	Returning
	1X Tutorial Instructor	ISA	<input type="checkbox"/>	<input type="checkbox"/>
	109X Tutorial Instructor	ISA	<input type="checkbox"/>	<input type="checkbox"/>
	*Teaching Associate for ENGL 5	TA	<input type="checkbox"/>	<input type="checkbox"/>
	Reading & Writing Center Graduate Assoc. Coordinator	GA	<input type="checkbox"/>	<input type="checkbox"/>
	University Reading & Writing Center Tutor	ISA	<input type="checkbox"/>	<input type="checkbox"/>
	Graduate Facilitator for large lecture classes	ISA	<input type="checkbox"/>	<input type="checkbox"/>
	Student Clerical Assistant – Hellen Lee	SA	<input type="checkbox"/>	<input type="checkbox"/>

\* Priority given to first, second and third semester TAs.

**Graduate Students:** A graduate student who is planning to enroll in English 500, 598T or Continuous Enrollment to meet the unit requirement for student employment must do so by the following deadlines: **For Spring employment you should be enrolled and in the course of Continuous Enrollment and have your fees paid by January 1<sup>st</sup>**, while the deadline for Fall employment is August 1<sup>st</sup>.

Up to how many hours a week (20 hours maximum) are you able to work? \_\_\_\_\_

***If you are a new applicant to any of the above positions, complete the rest of this application in its entirety; otherwise, skip to attachment 4 in Section III.***

## Section II: Questionnaire

List tutoring or teaching experience: \_\_\_\_\_  
\_\_\_\_\_

Office or computer experience: \_\_\_\_\_  
\_\_\_\_\_

Areas of Academic Interest: \_\_\_\_\_  
\_\_\_\_\_

Do you have speaking, writing, or reading competence in other languages besides English? Explain:

\_\_\_\_\_

\_\_\_\_\_

List three faculty members who are willing to recommend you and their contact information (email is fine):

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

## Section III: Attachments

If you are a new applicant to any of our student positions, you will need to attach all of the following documents to be considered. If you have previously worked for our department and you are only applying to positions you've held previously, you are only required to attach the University Application.

1. **Statement of Purpose** – Submit one statement, no longer than 500 words, for each position for which you are applying. Please outline the reasons why you are interested in the applied position. Indicate details that you believe would be of assistance in the appraisal of your application i.e. courses, internships and tutoring experience.
2. **Letters of Recommendation** –
  - a. Please note due a change in system wide policy regarding official letters of recommendation if you have been already employed on campus your recommender may be required to submit your name for a conduct review evaluation. Please allow up to three weeks for the review process.
  - b. If you are applying for a Teaching Associate (TA) position, please submit a total of three letters of recommendation.
  - c. If you are applying as a 109X tutor, 1X tutor, Writing Center Tutor, Writing Center Graduate Coordinator please submit one letter of recommendation.
  - d. If you are applying for any other position, letters of recommendation may or may be not required. Please see the job description.
  - e. If you are applying for more than one position, be sure to have your recommender(s) indicate each position in his or her letter.
  - f. Recommendation letters are accepted via email to engl@csus.edu.
3. **Transcripts** – Submit unofficial transcripts for all college course work completed – one set for each institution attended. (CSUS transcripts are available through your Student Center).
4. **University Application** – Submit one application for each position for which you are applying. Links to these applications can be found at <https://www.csus.edu/college/arts-letters/english/employment.html>

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### WAIVER OF RIGHTS TO VIEW LETTERS OF RECOMMENDATION

I hereby waive my rights to see or otherwise review any letters of recommendation pertaining to this application. I furthermore understand that the English Department will not accept any applications that do not contain confidential letters. Finally, I agree not to ask recommending faculty to show me their letter or comment on their contents.

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

Date: \_\_\_\_\_