



*ACADEMIC SUCCESS &
TUTORING CENTER (ASTC)*



Now Accepting

Applications

Applications open for 2022-2023

Positions open until filled. Front Desk Assistants are employed on a semester basis and contracts are subject to renewal each semester.

ABOUT THE ASTC

The Academic Success and Tutoring Center (ASTC) provides support, guidance, and resources to help Solano students grow as strong, independent, and active learners in their academic and professional pursuits.

All front desk assistants must be equity-minded, punctual, enthusiastic, empathetic, and have a desire to provide holistic academic support.

QUALIFICATIONS

- Must be enrolled in a minimum of 6 units
- Have an overall GPA of 3.0 or better
- Attend mandatory orientations, training sessions, and staff meetings

APPLY TODAY!

707-864-7000, EXT. 7230
<http://www.solano.edu/ASTC>
ASTC@SOLANO.EDU



ASTC Front Desk Assistant APPLICATION

Please make sure to answer all the questions below. If unsure, please contact the ASTC (ASTC@solano.edu).

DATE OF APPLICATION

/ /

APPLICANT INFORMATION

Full Name :

Preferred Name: Preferred Gender Pronoun:

Student ID: Email:

Phone No: Text OK? : Yes No

Present Address :

Apt./Unit # : City:

State: Zip Code :

Have you ever worked at SCC before? Yes No

If yes, when/where?

Do you currently work somewhere else on campus? Yes No

If yes, where & how many hours?

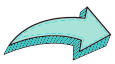
ACADEMIC INFORMATION

Are you currently registered at SCC? Yes No

If yes, how many units?

Do you plan to enroll in classes at SCC next semester? Yes No

If yes, how many units?



Note: Student workers must be currently enrolled in 6 (or more) units at SCC (if working during a Fall or Spring term) OR 6 (or more) units at SCC in the preceding or following term (if working during a Summer term)

When is your estimated graduation/transfer date from SCC? (Semester/Year):

What is your major and/or planned degree/certificate (if declared)?

What is your cumulative GPA?

Are you trained and/or have experience working with people with learning disabilities and/or academic accommodations?

 Yes No

If yes, please give details (you may type and attach a separate page if necessary):

WRITTEN RESPONSE

Please explain why you are interested in working at the ASTC. Include: personal characteristics that enhance your ability to work with Solano's culturally and academically diverse student population, how you believe this position will fit into your personal goals, and why you believe you would be an asset to the ASTC. *You may type and attach a separate page.



FACULTY/STAFF RECOMMENDATION FORM

For the front desk candidate: Please fill in your name below and identify a faculty/staff member with whom you've completed college level coursework and/or worked closely with who is willing to recommend you as an ASTC staff. Then, give this form to the faculty/staff member to complete. The faculty/staff member can return the form to you or submit it directly to the ASTC (email to ASTC@solano.edu).

For the faculty/staff member: Please complete the form below to recommend the named student as a front desk assistant for the ASTC. Return the completed form to the student, or send it directly to the ASTC (via email to ASTC@solano.edu).

Questions? Contact us!

Gema Leon
ASTC Specialist
Gema.Leon@solano.edu

Lauren Taylor-Hill
ASTC Faculty Coordinator
Lauren.Taylor@solano.edu

Student's name:	<input type="text"/>	Today's date:	<input type="text"/>
Recommender's Name:	<input type="text"/>	Department:	<input type="text"/>
Recommender Email:	<input type="text"/>	Institution (if not Solano):	<input type="text"/>

Recommender, based on your experience having the above student in class, please evaluate them as a potential staff person in the following areas:

Academic preparation and performance:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	above average	<input type="checkbox"/>	average	<input type="checkbox"/>	below average	<input type="checkbox"/>	poor
Participation and enthusiasm:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	above average	<input type="checkbox"/>	average	<input type="checkbox"/>	below average	<input type="checkbox"/>	poor
Punctuality:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	above average	<input type="checkbox"/>	average	<input type="checkbox"/>	below average	<input type="checkbox"/>	poor
Sense of empathy:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	above average	<input type="checkbox"/>	average	<input type="checkbox"/>	below average	<input type="checkbox"/>	poor
Awareness of equity concerns:	<input type="checkbox"/>	excellent	<input type="checkbox"/>	above average	<input type="checkbox"/>	average	<input type="checkbox"/>	below average	<input type="checkbox"/>	poor

Are there any other special skills or attributes that you believe make this student well suited to provide administrative support to the tutoring center?

Overall, I do: do
 do not recommend the student above as a ASTC front desk assistant.



FRONT DESK ASSISTANT SCHEDULE

Name:

Semester/Year

Please indicate below all the days/times you would like to work in the ASTC. Exact in-person schedule varies each semester. For the current and upcoming schedule, please contact the ASTC at ASTC@solano.edu.

Locations:

- Fairfield, Library and Learning Resource Center (LLRC), in room 114

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

If there is anything you would like to note to the ASTC staff regarding your availability or application, please explain it here:

THE RESPONSIBILITY CLAUSE

As a student, academics should be one of your top priorities. When you apply as a student worker, we assume you can handle the demands of college-level classes. The commitment of being a student worker will increase your workload and decrease your free/study time. Working as a student worker is a REAL job. We expect that you will arrive on time, not have repeated absences, will be present consistently throughout the semester, and handle all interactions professionally. At the same time, we care about your success academically, professionally, and personally, and we will do everything within our scope to fully support you.

By signing this document, I declare that I have read the statement above, and if hired as an ASTC employee, I will adhere to the above-mentioned expectations.

Print Name:

Date:

Signature: