

SASC Writing Program
Application for Instructor Assistant (IA)

Applying for: ARSC 1080 _____ ARSC 1080 ESL _____ ARSC 2000 _____ ARSC 3100 _____

Please print or type.

_____ First name Last name _____

Student number _____

Do you have work study? Yes _____ Amount awarded (for the year) \$ _____ No _____

Current address _____
Street and apt number City, state, zip code

Dates when you can be contacted at this address _____

Phone numbers: Home () _____ Work () _____ Cell () _____

Email address _____

Permanent/summer address _____
Street and apt number City, state, zip code

Dates when you can be contacted at this address _____

Phone numbers: Home () _____ Work () _____ Cell () _____

Current Employer _____

Employer's address _____

Contact at current job _____ Phone number () _____

Please list three individuals we may contact as references, **two of whom are employment or academic-related, one of whom is a personal reference.**

1) _____
Name Daytime phone number

2) _____
Name Daytime phone number

3) _____
Name Daytime phone number

Student Academic Services Center is a student-oriented unit within the Division of Academic Affairs. Our programs are designed to enable students to perform effectively at the university level with increasing autonomy to pursue university education and program completion. We are committed to providing high quality, culturally competent resources and services for students in an appropriately rigorous academic environment. With this in mind, please respond to the following:

You may type your answers on a separate sheet if you like.

Why do you want to work for SASC?

Describe any prior paid or volunteer experience that might be relevant to this position.

In as much detail as possible describe what diversity means to you.

How would you characterize your work style and preferences?

What experience have you had working in teams and what did you learn from that experience? What qualities do you feel are important to effective collaboration?

IAs have a unique relationship to students and the curriculum, being located someplace between peer and professor. What do you anticipate could be the particular challenges and/or opportunities this role encounters?

How do you respond in situations involving conflict?

Answer the following two questions if you can. You may need to know more about the program to answer them. If so, feel free to call the Writing Coordinator for more information (303-492-0259).

What are you hoping to do for a career?

What about this job do you expect will help you in your career plans?

What additional information would you like us to know about you?

Please list any special qualifications and skills (e.g. languages spoken, ESL experience, etc.)

Languages other than English spoken_____

ESL experience_____

Other qualifications/skills_____

If you are hired as an Instructor Assistant with the SASC Writing Program, your job responsibilities will include but not necessarily be limited to:

- ❖ Collaboration with instructors and other IAs
- ❖ Mandatory orientation sessions at the beginning of each semester
- ❖ Mandatory training and/or professional development meetings
- ❖ Working with students in one-on-one, small group and large group settings
- ❖ Total time commitment includes:
 - 3 or 4 hours per week in class
 - one hour per week planning with instructional team
 - several hours over the course of the semester for above obligations

Completed applications can be mailed to the person and address below or dropped off in SASC’s main office in Fleming 141 (Cat’s mailbox).

Cat Altman, IA Coordinator
 Student Academic Services Center
 Campus Box 109
 University of Colorado
 Boulder, CO 80309-0107
 Email: altmanc@colorado.edu