



Thank you for your interest in working as a Program Assistant at the Academic Resource Center (ARC) at Los Angeles Valley College. Please make sure to include all of the following application materials in your application packet.

- Completed Application
- Faculty/Professional Recommendation Form
- Copy of Unofficial Transcripts from all of the institutions you have attended
- Copy of your Resume

Once you have submitted all of the necessary materials, we will review your application. If all seems in order, we will contact you via email or phone you for an in-person interview. If we do not immediately contact you, this may be because we will be hiring at a later date; however, we will keep your application on file. NOTE: Most applicants will start on a volunteer basis and move up to a paid position at a later date when/if the budget permits. Once hired, there will be additional district paperwork for you to fill out; you will also be asked to have your fingerprints scanned at the sheriff's office. Thank you for applying to the Los Angeles Valley College Writing Center.

Application for PROGRAM ASSISTANT

YOU MAY ALSO WRITE ON THE BACK OF THIS SHEET OF PAPER

Name (print) _____ Date _____

Date of Birth _____ Social Security #: _____

Local address _____
Address city zip

Local Telephone (____) _____

E-mail address _____

Major: _____ Total Units Enrolled: _____

Briefly describe why you are interested in working at the ARC?

Describe professional or educational experience (including volunteer jobs) applicable to working as a program assistant at the ARC?

What is your level of computer experience? Please describe the specific computers and software you have used:

College Faculty Members who would say kind things about you

List your preferred hours of availability for working in the ARC:

IMPORTANT NOTE: To be eligible for paid tutoring you must be enrolled in 12 units OR 5 units plus 1 unit of Cooperative Education for the current semester. You must also have a minimum 3.0 GPA. For volunteers, there is no enrollment requirement.

Certification: I declare under penalty of perjury that all information on this form is correct. I understand that falsifying or withholding information required on this form shall constitute grounds for dismissal.

Signature

Date