Working Title: WEPT/EPT Reader  
Department: WEPT  
Classification: Instructional Student Assistant  
Pay rate: 15.00  
Expected percentage of appointment or hours per week: variable  
Number of openings: variable

Deadline to apply: open until filled

Requisition #: WEPT_ISA_1516
Description of duties: Instructional Student Assistants working in this position will read and score English Placement Tests (the writing assessment given to all incoming CSU students) and Written English Proficiency Tests (the writing assessment given to all Sonoma State University students no sooner than the junior year). These readers will collaborate with other SSU faculty in discrete scoring sessions, which are held regularly throughout the year. The position requires professional competency in that students reading these examinations will be interpreting and scoring the examinations based on their own judgment and on scoring rubrics developed by the faculty of Sonoma State University and the CSU. All students working as WEPT or EPT readers will be “normed,” i.e., trained, along with all the other readers, to understand the commonly held scoring criteria upon which score judgments are to be made in each given situation.

Minimum Qualifications for this classification: The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor a course. Admission or registration as a University student. NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

Hiring Criteria for this job: The position is limited to appropriate graduate students, meaning students who are working or have worked as Graduate Assistants or Graduate Teaching Assistants in instructional capacities at Sonoma State University. The reason for this restriction is to ensure that experienced CSU instructional personnel perform exam evaluations, as stipulated in the generally held values of the examinations in question.

How to apply: Submit an application to the WEPT Administrator (currently Scott Miller, PhD, Director of the SSU Writing Center).

How you will be notified of the hiring decision: Letter

Supervisor for this position: WEPT Administrator (currently Scott Miller, Director of the SSU Writing Center) and WEPT Coordinator (currently Matthew Martin, English Instructor)

NOTES:
1. The classification Teaching Associate is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in
fields related to their advanced study. The Graduate Assistant classification provides currently enrolled or admitted University graduate students the opportunity to assist faculty or teaching staff by performing various professional and technical duties associated generally with the subjects or programs in which the Graduate Assistant is doing graduate work. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.

2. Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee’s identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.

3. Sonoma State University is an affirmative action/equal opportunity employer and has a strong commitment to the principle of diversity. We seek a broad spectrum of candidates including members of underrepresented groups. Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at 707/664-2227 or TDD (using the California Relay Service) at 877/735-2929.

4. This position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

5. Background Checks: Successful candidate may be required to complete a background check prior to assuming this position.

Form revised 4/11/13

Faculty Affairs in the Office of the Provost