Working Title: Writing Tutor  
for the 2016-2017 Academic Year  
Department: SSU Writing Center  
Classification: Instructional Student Assistant  
Pay rate: min. $12.00 per hour  
Expected dates of employment: 8/19/16 – 5/20/17  
Expected percentage of appointment or hours per week: 10 hrs/week  
Number of openings: 10 – 15  
Expected start date: 8/19/16  
Deadline to apply: April 15, 2016

Requisition #: WC_ISA_1617

Description of duties: Under the guidance of the Writing Center Director and the Coordinator, writing tutors help SSU students, faculty, and staff improve as writers across the curriculum. Tutors work with individuals and groups on specific texts, assessing the skills, knowledge, and needs of the tutees, offering suggestions to improve writing abilities, and teaching rhetorical strategies to aid in progression through the writing process. Other duties of writing tutors may include working with clients who have scheduled, drop-in, or online appointments; creating instructional materials for use in the Writing Center; conducting classroom orientations and workshops; and assisting with various administrative and clerical duties, including, but not limited to, scheduling appointments, performing WEPT registration, and answering phone calls. Tutors model professional and collegial attitudes and behavior towards staff, faculty, and students, demonstrate appropriate standards of behavior regarding privacy, grades, and assignment expectations, and strive to create an environment that is welcoming and inviting for all students, faculty, and staff. Position typically begins with training within one week prior to the first day of classes and lasts through the end of the academic year.

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: Successful experience and/or academic preparation in the tutoring or teaching of writing. Completion of at least one course with substantial writing requirements, and a passing score on the WEPT exam. Demonstrated interest in understanding students’ learning difficulties and in making the tutee the central concern of
the tutor/tutee relationship. Proven ability to work with diverse groups of students, faculty, and fellow tutors, including those from a variety of cultural, ethnic, academic, and socioeconomic backgrounds, and the possession of excellent interpersonal communication skills. Tutors must be punctual, reliable, and show motivation and initiative to work independently without explicit direction. Employment usually concurrent with enrollment of English 303, a two-unit course in composition theory for the Writing Center.

How to apply: Complete and submit an application for Writing Tutor obtained in the Writing Center, Schulz 1103, and submit a brief writing sample. All applications should be submitted to:

Loriann Negri, Coordinator
SSU Writing Center
1103 Schulz Information Center
1801 East Cotati Avenue
Rohnert Park, CA 94928

Review of Applications will begin Monday, April 11, 2016 and will continue through April 15th. Interviews are by invitation only. Applicants receiving invitations for interviews will be contacted by phone or email.

How you will be notified of the hiring decision: Applicants will receive notification by telephone or email from the Coordinator or the Director within one week from the conclusion of interviews for this position.

Supervisors for this position: Scott Miller, Director of the SSU Writing Center, and Loriann Negri, Coordinator of the SSU Writing Center.

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