STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: WEPT Assistant
Department: Office of Academic Programs: WEPT Office
Classification: Graduate Assistant
Pay rate: $ 3326.25 per semester--five payments;
Expected percentage of appointment or hours per week: 15 hours per week

Deadline to apply: Must be received in the English Department Office (Nichols 362) by 4:30pm, on Wednesday, April 13th, 2016 for first consideration (electronic submission of materials is acceptable).

Expected start date: Monday, August 22, 2016

Requisition #WEPT_GA_1617

Description of duties:
- Manage WEPT readings. Duties include setting up readings, managing tests during the readings, and taking care of the tests and forms after the readings.
- Input WEPT test score data into PeopleSoft; generate test result letters.
- Process WEPT advising requests in a timely manner; maintain an advising log; deliver WEPT exams to faculty advisors. Keep track of all exams.
- Maintain electronic records and filing. Includes reader analyses, materials on WEPT from the Testing Office, topics, WEPT information and correspondence, reader lists, anchor paper reading materials, orientation materials, back copies of anchor papers, etc.
- Answer telephone/email inquiries. Respond to student requests seeking information on all aspects of the WEPT.
- Hold regular office hours and provide WEPT information in those hours; facilitate contact with WEPT advisors
- Maintain and order WEPT supplies, including office supplies
- Manage distribution and collection of special WEPT exams. Coordinate with MLL and DSS program special exams.
- Process WEPT waiver petitions.
- Prepare reader analyses and other statistical reports as requested for each WEPT reading.
- Prepare annual WEPT report, including WEPT passage rate by students in each major.

Minimum Qualifications for this classification: Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in the conduct of special projects or research within the discipline. For initial appointment, evidence of satisfactory achievement in previous academic work; for the subsequent appointments, evidence of satisfactory progress toward completion of degree. Education equivalent to completion of the requirements for a bachelor’s degree and registration in a University graduate degree program; students enrolled in credential programs are not eligible for this position.

NOTE: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

Hiring Criteria for this job:
- Enrollment in the graduate program in English. Satisfactory progress in degree program.
- WEPT score of 10 or above (or the equivalent)
• Clerical skills, including knowledge of MS Word and Excel.
• Experience in the teaching or tutoring of writing.
* Ability to manage time well and balance demands of graduate study with the position

Hiring Criteria continued:
In addition, candidate must be available to confer regularly with WEPT Coordinator and Writing Center Director and hold regular WEPT office hours.

How to apply: Deadline for receipt of applications is April 13, 2016. Please submit a letter of application indicating your student status and scope of experience referring to the qualifications stated above. You may submit your materials via email. Applicants should also submit a curriculum vitae and the names and phone numbers of two academic references to:

ATTN: Dr. Chingling Wo, Department Chair
English Department / Nichols 362
Sonoma State University
1801 E. Cotati Avenue
Rohnert Park, CA 94928-3609
Phone: (707) 664-2140
TDD: (707) 664-2958 (for voice and hearing-impaired only)
Fax: (707) 664-4400

How you will be notified of the hiring decision: Candidates will receive a letter from the Department of English concerning their status for this hire. Interviews may be conducted in addition to a review of the application.

Supervisor for this position: WEPT Coordinator

NOTES:
1. The classification for 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.