

Instructional Student Assistant – Tutor – University Writing Center

RECRUITMENT: 24/25-ISA-AA-UWC
POSITION: Instructional Student Assistant – Tutor – University Writing Center
EFFECTIVE DATE: Fall: August 19, 2024 - December 18, 2024
Spring: January 17, 2025 - May 16, 2025

MINIMUM QUALIFICATIONS:

- Active student at CSULB enrolled in at least 1 unit or GS700 during the semester of employment.
- Cumulative GPA of 3.0 or higher in all courses at CSULB.
- Strong academic writing skills.
- Completion of or concurrent enrollment in ENGL 497.
- Demonstrated potential for effective teaching at the University level appropriate to assignment in-person face-to-face and/or online via Zoom.
- Commitment to and/or expertise in working successfully with a diverse student population.

PREFERRED/DESIRED QUALIFICATIONS:

- Previous tutoring, teaching, or mentoring experience.
- Strong interpersonal skills, including but not limited to working cooperatively and communicating effectively with faculty, staff and students across the campus.

DUTIES:

Under direct supervision and guidance of the Director of the University Writing Center, conduct writing tutoring sessions in person, via email, or via Zoom with students from across the campus. Attend all training sessions and staff meetings. Read and respond to student papers and other writing tasks. Present writing workshops. Perform light clerical work, including filing, answering phones, making appointments. Other tasks as assigned by the Director or Coordinator.

The University Writing Center at California State University, Long Beach welcomes and encourages diversity. We seek applications and nominations from those who have experience teaching, mentoring, and developing research in ways that effectively address individuals from historically underrepresented backgrounds. The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the People of California, to maintain the excellence of the University, and to offer our students a rich variety of expertise, perspectives, and ways of knowing and learning. California State University, Long Beach is an affirmative action/equal opportunity employer

SALARY RANGE: \$17.01 to \$22.70 per hour for up to 20 hours per week

REQUIRED DOCUMENTATION:

- A completed tutor application form.
- An academic writing sample.
- A cover letter addressing the applicant's qualifications for and interest in the position.

Applications and required documentation directed to:

Application materials should be submitted to the University Writing Center via email at uwc@csulb.edu.

Please submit all documents as a single file in the following order: application form, cover letter, writing sample.

Please use the following email subject and file name format: "Last name, First name - UWC Tutor Application"

Inquiries should be addressed to Lorena Chavez, Operations Coordinator of the University Writing, at uwc@csulb.edu.

POSITION OPEN UNTIL FILLED (OR RECRUITMENT CANCELLED)

Application Deadline: Monday, April 22 by 5 pm. Applications will be reviewed starting on April 23 for Fall 2024.

CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identification, sexual orientation, marital status, disability, medical condition, age, political affiliation, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.

Tutor Employment Application

University Writing Center

California State University, Long Beach

Please print clearly or type all information.

Date:

Referred by:

Name:

Last

First

SID#:

Address:

Number

Street

City

Zip

Phone:

Email:

Emergency Contact:

Name

Relationship

Address

Phone

Major:

Minor:

Dated Fulfilled GPE:

First Language:

If hired, # of hours per week desired (20 maximum):

Special abilities/qualifications:

Are you employed elsewhere on campus?

Yes

No

If so, please list where, and number of hours per week:

Attention: If you have a Federal Work Study award you'd like to use for this position, please attach a copy of your current award letter to this application.

Class Level (check one):

Freshman

Sophomore

Junior

Senior

Grad

Expected Semester & Year of Graduation:

Colleges Attended

Institution	Location	Dates	Major	Degree, if any	GPA

University-Level Writing Courses Taken Relevant to This Position

Course Name & #	Institution	Instructor	Dates	Grade

Recent Employment History (most recent first)

Employer and City	Position/Duties	Dates

Courses You Plan to Take Your First Semester Tutoring

Dept. & #	Course Title	Units
**Eng. 497	Theory and Practice of Tutorial Instruction in Composition	3

***Tutors in the UWC must complete Eng. 497 prior to or during their first semester of tutoring.*

References

Name	Relationship	Name of Institution/Business	Phone # with area code

Note that all hiring is contingent upon funding.