

Department: **SSU Writing Center/Learning and Academic Resource Center**

Working Title: **Writing Center Assistant Director**

Classification: **Graduate Assistant**

Number of Openings: **1**

Pay Rate: **\$1700/month (full-time base rate of \$3400)**

Appointment: **20 hours per week**

Expected Dates of Employment: **August 11, 2025 through May 22, 2026**

Deadline to Apply: **April 1, 2025**

Requisition #: **LARC_GA_2526_2**

DUTIES OF THE POSITION

Under the supervision of the Faculty Director and the LARC Director, the Assistant Director of the Writing Center assists in the directing of student tutors and the development of program and curriculum for the SSU Writing Center. To that end, the duties include the following:

- Mentoring tutors and advisors (including observing tutor performance, teaching tutoring strategies, and offering comments for evaluation in consultation with the Writing Center Faculty Director and the LARC Director)
- Co-management of Center operations (including co-managing of daily operations and the Center's schedule and updating of Writing Center online services, including e-mail communications, social media platforms, and online tutorial platforms)
- Co-administration of Writing Center policies and practices on an ongoing basis and during daily Center operations
- Assists with the development of Writing Center programs (e.g., new or enhanced tutorial models, special services for discrete student populations, workshops for classes, etc.)
- Co-management of staff professional development (including assisting in staff hiring and development, identification of training needs, and presentation of training workshops and other training opportunities)
- Assists with program assessment activities
- Minimal tutoring as needed and/or desired; Other duties as needed

MINIMUM QUALIFICATIONS

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

An interest in writing center/peer education, theory, and/or scholarship. Exhibited potential of ability to serve as a mentor for tutors and to take on leadership roles in an academic setting. Experience in the teaching and/or tutoring of writing (in any discipline) is desirable. Demonstrated ability to communicate and collaborate effectively with students, staff, and administration. Demonstrated ability to work with diverse populations of students of varying developmental levels. Ability to perform administrative tasks effectively, independently, and in a timely manner. Evidence of initiative and motivation to assess needs of the writing center and staff and to develop and implement creative solutions. Possession of some computer expertise, especially Excel Spreadsheets and Internet communications applications. Job requires concurrent enrollment in the M.A. program in English, History, Counseling, Education, or other applicable M.A. program.

HOW TO APPLY

Interested applicants should submit the following:

- A letter of application that speaks to your interest and relevant experience, referring to the qualifications and criteria listed above. Be sure to indicate the position name for which you are applying.
- A current Curriculum Vitae or resume.
- The names, titles, and phone numbers of TWO academic resources.

All application materials should be submitted to sakina.bryan@sonoma.edu

Sakina Bryant, Writing Center Faculty Director

HIRING NOTIFICATION

Applicants will receive notification by telephone or email from the Writing Center Faculty Director or the Learning and Academic Resource Center Director.

SUPERVISOR

Faculty Director of the SSU Writing Center, and Loriann Negri, the Learning & Academic Resource Center (LARC) Director

OTHER INFORMATION

- The classification, Graduate Assistant, is one of three classifications in a collective bargaining unit, Unit 11. 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 program which the Graduate Assistant is doing graduate work.
- 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.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- 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.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.

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