

Department: **SSU Writing Center/Learning and Academic Resource Center (LARC)**

Working Title: **Writing Center Advisor**

Classification: **Instructional Student Assistant**

Number of Openings: **3-5**

Pay Rate: **\$17.50/hour**

Appointment: **Up to 5 hours per week**

Expected Dates of Employment: **August 18, 2023 through May 24, 2024**

Deadline to Apply: **April 14, 2023**

Requisition #: **LARC\_ISA\_2324\_5**

## **DUTIES OF THE POSITION**

Writing Center Advisors serve as mentors for other peer educator staff and help support the operations of the Writing Center. Duties primarily focus on the support and guidance of other writing tutors. This may include assisting with the planning and/or facilitation of training, workshops and staff meetings; conducting tutorial or study session observations and offering comments for evaluation in consultation with the Writing Center Faculty Director and the LARC Director; mentoring new Writing Center tutors and assisting with professional development; attending staff meetings and advisor team meetings; and managing ongoing clerical needs. Advisors will have opportunities to take on leadership roles in programming, special events, and the creative endeavors of the Writing Center/LARC. Advisors will also be encouraged and mentored to participate in the larger community of peer educators by attending and presenting at regional and national peer tutor and learning center conferences, if invited.

## **MINIMUM QUALIFICATIONS**

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, complete research, or tutor for 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**

Successful experience serving as a tutor in a writing center. Exhibited potential ability to serve as a mentor for others. Demonstrated ability to provide academic support to 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 program(s) and staff and to develop and implement creative solutions. Demonstrated ability to communicate effectively with students, staff, and administration. Demonstrated leadership and team-building abilities. Previous experience as a Tutor in the Writing Center is preferred. Concurrent appointment as a writing tutor is allowable.

## **HOW TO APPLY**

Interested applicants should submit the following:

- A completed application for Writing Center Advisor (the application can be obtained by emailing [larcdesk@sonoma.edu](mailto:larcdesk@sonoma.edu))
- A letter of application indicating your status and the scope of your 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.

All application materials should be submitted to: [sakina.bryant@sonoma.edu](mailto:sakina.bryant@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, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. 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.
- 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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## SONOMA STATE UNIVERSITY

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