

Department: **Writing Center/Learning & Academic Resource Center**

Working Title: **Writing Tutor for the 2024-25 Academic Year**

Classification: **Instructional Student Assistant**

Number of Openings: **10-15**

Pay Rate: **\$17.25 - \$17.50/hour (Pay rate increases .50 per semester employed with the LARC)**

Appointment: **5-10 hours/week**

Expected Dates of Employment: **August 12, 2024 through May 23, 2025**

Deadline to Apply: **1st Review: March 8, 2024; Deadline: April 12, 2024, and ongoing as needed**

Requisition #: **LARC_ISA_2325_3**

DUTIES OF THE POSITION

Under the guidance of the Writing Center Faculty Director and the Learning and Academic Resource Center Director, 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 include working with tutees who have scheduled, drop-in, or online appointments; creating instructional materials for use in the Writing Center; conducting classroom orientations, assisting with writing workshops and presentations; tabling to promote Center resources, and assisting with various administrative and clerical duties, including, but not limited to, scheduling appointments, keeping client appointment records, and answering questions about services in the LARC.

Tutors may be tasked to participate and tutor at study hall and workshop events, including end-of-semester sessions. Tutors are also required to attend paid pre-term tutor training, and weekly or bi-monthly tutor meetings and report to the Writing Center Administrative staff regularly. Tutors are required to complete paid professional development concurrently during their first semester of tutoring. This professional development will take the form of some combination of assigned readings, reflective writings, staff meeting discussions, and other tasks as assigned.

Some tutors may work in an embedded tutor capacity, attending and providing support in a course section, communicating directly with faculty, and providing tutoring outside of the class. 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 required training (which may be as early as one week prior to the first day of classes) and lasts through the end of the academic year. Tutors are encouraged and supported in completing training to receive Level I CRLA (College of Reading Learning Association) certification through the International Tutor Training Program Certification (ITTPC).

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

Interest in the tutoring or teaching of writing; or experience and/or academic preparation in the tutoring or teaching of writing. Completion of at least two courses with substantial writing requirements. 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. Tutors are required to complete paid professional development concurrently during their first semester of tutoring. This professional development will take the form of some combination of assigned readings, reflective writings, staff meeting discussions, and other tasks as assigned.

HOW TO APPLY

Please apply by filling out the application materials found on the LARC Hiring Webpage at <http://larc.sonoma.edu/working-in-larc>

Interested applicants may also email the larcdesk@sonoma.edu and request materials, or they may apply through Handshake. Deadline to apply: April 12, 2024

HIRING NOTIFICATION

A Writing Center/LARC staff person will contact the candidate for an interview. After the interview the candidate will be notified via email or telephone of the hiring decision.

SUPERVISOR

Faculty Director of the SSU Writing Center, and Loriann Negri, 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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