

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

Working Title: **SSU Writing Center Lead Tutor**

Classification: **Graduate Assistant (Academic Year)**

Number of Openings: **2-3**

Pay Rate: **\$2,905 Full Time Monthly Base Rate (Paid in five (5) checks per semester)**

Appointment: **5 hrs/week (0.125 time base)**

Expected Dates of Employment: **August 19, 2022 through May 19, 2023**

Deadline to Apply: **April 15, 2022**

Requisition #: **WC_GA_2223_2**

DUTIES OF THE POSITION

Lead tutors assist in managing day-to-day operations of the SSU Writing Center and serve as mentors for SSU Writing Center staff tutors. Duties may include opening and/or closing the Center; performing daily assessments of service needs and acting to fulfill them; performing on-the-job training as required; observing Writing Center tutor performance 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; and managing ongoing clerical needs. The Assistant Director will be encouraged and mentored to participate in the larger community of writing centers by attending and presenting at regional and national writing center conferences, if invited. The Assistant Director position is designed to be an apprenticeship position in which the incumbent develops professionally toward the goal of advancement in the field of writing centers or student-support services more generally.

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

Successful experience serving as a tutor in a writing center. Exhibited potential ability to serve as a mentor for tutors. Demonstrated ability to tutor 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. Demonstrated ability to communicate effectively with students, staff, and administration. Job requires concurrent enrollment in an M.A. program and appointment as a tutor in the SSU Writing Center.

HOW TO APPLY

Interested applicants should submit the following:

- A completed application for Writing Center Lead Tutor obtained by emailing 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: hostutle@sonoma.edu
Emily Hostutler, 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.

SONOMA STATE UNIVERSITY

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