Department: **SSU Writing Center/Learning and Academic Resource Center**  
Working Title: **Writing Tutor and Subject-Specific Tutor for Summer 2021**  
Classification: **Instructional Student Assistant**  
Number of Openings: **6-8 (2-4 Writing Tutors, 4 Quantitative Reasoning/Math Tutors)**  
Pay Rate: **$15.00/hour**  
Appointment: **20-30 hours/week**  
Expected Dates of Employment: **June 1, 2021 through August 6, 2021**  
Deadline to Apply: **April 23, 2021**

Requisition #: **WC_ISA_2122_4**

**DUTIES OF THE POSITION**

Under the guidance of the Learning and Academic Resource Center Director, tutors provides individual, small group and drop-in tutorial assistance in order to compliment classroom instruction; tutoring during summer will be conducted online. Subject-specific tutors help students comprehend course material and understand classroom assignments. Writing 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 tutors may include working with clients who have scheduled, drop-in, or online appointments; creating instructional materials for use in the LARC; conducting classroom orientations and workshops; 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 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. Summer writing tutors will work primarily with Summer Bridge students assisting them in completing their UNIV 100A/100B course assignments. They may also work with other students enrolled in summer courses. Position will require attendance at Summer Bridge orientation on June 11th and the majority of the hours will be concentrated in July.

**MINIMUM QUALIFICATIONS**

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other student; and accept responsibility. Completion of specific coursework may be required in order to teach, grade or tutor 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**

Tutors must have successful experience and/or academic preparation in the tutoring or teaching of writing or quantitative reasoning/math. Maintain a 3.0 or higher cumulative GPA. Writing tutors only: Completion of at least two courses with substantial writing requirements. Must have 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. Previous experience as a tutor in the SSU Writing Center or the Learning and Academic Resource Center is preferred. Multilingual applicants are encouraged.

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 larcdeskw@sonoma.edu and request materials, or they may apply through Handshake. Deadline to apply: April 9, 2021

HIRING NOTIFICATION

Applicants will receive notification by telephone or email from staff within one week from the conclusion of interviews for this position.

SUPERVISOR

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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