Working Title: English Master Tutor

Department: EOP
Classification: Graduate Assistant
Pay rate: 15% of FT -- $360.00/month Appointment by semester
Expected percentage of appointment or hours per week: 6 hours per week

Deadline to apply: April 21, 2017

Requisition #: EOP_GA_1718

Description of duties: The English Master Tutor will provide small group and individualized supplemental instruction for selected EOP Academy students (first generation, low-income) in a First-Year Composition Course (English 100A and 100B) for the Fall and Spring semesters of the 2017/18 academic year. The Master Tutor will provide intensive and targeted academic assistance directly related to the parent course. Duties include: attending the parent course one day a week, planning and leading small group instruction one hour per week, participating in weekly 30-minute meetings with the United for Success Writing Specialist, and coordinating supplemental instruction materials with the English course professor.

Minimum Qualifications for this classification: 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 for this job: Knowledge of English composition, grammar, rhetoric, and writing techniques. Experience in teaching and classroom management. Successful experience serving as a tutor in the Writing Center, a Learning Center or similar program. Ability to tutor students from diverse cultural backgrounds and varying levels of skill development. Ability to design and present instructional activities that support mastery of key academic concepts of the parent course. Experience teaching strategies that enhance time management, study skills, and self-esteem. Demonstrated ability to communicate effectively with students, faculty and staff. Job requires concurrent enrollment in an M.A. program at Sonoma State.

How to apply: Interested applicants should submit the following:
- A letter of application indicating your academic status and scope of experience in reference to the qualifications and criteria listed above. Indicate the name of the position you are applying for.
- A current curriculum vitae or resume including names of three references.

All application materials should be submitted to:

Claudia Holt, Writing Specialist, Learning Center 1040 Salazar Hall
How you will be notified of the hiring decision: Applicants will receive notification by telephone from the EOP Coordinator and Learning Center Director within one week of the conclusion of interviews.

Supervisor for this position: EOP Coordinator with support from Writing Specialist, United for Success

NOTES:
1. The classification for Teaching Associate is one of three classifications in a collective bargaining unit, Unit 11. The Teaching Associate classification provides currently enrolled or admitted University graduate students practical teaching experience in fields related to their advanced study. 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 programs in which the Graduate Assistant is doing graduate work. 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.
2. 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.
3. Sonoma State University is an affirmative action/equal opportunity employer and has a strong commitment to the principle of diversity. We seek a broad spectrum of candidates including members of underrepresented groups. Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at 707/664-2227 or TDD (using the California Relay Service) at 877/735-2929.
4. 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.