STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Writing Master Tutor
Department: Learning Center - TRIO program
Classification: Graduate Assistant
Pay rate: 35% of FT -- $980/month /Fall 2017 appointment
Expected percentage of appointment or hours per week: 14 hours / week
Requisition number: LC_GA_1718

Deadline to apply: Aug. 10, 2017

Description of duties: The Writing Master Tutor will provide individualized and small group instruction in English mechanics, all levels of writing, reading comprehension, and/or preparation for the WEPT exam for SSU students participating in United for Success, the federal TRiO Student Support Services program for low-income, first generation, or disabled students. Duties of the Master Tutor include abilities to analyze errors and teach students to identify and correct error patterns, review grammar basics, help students develop effective writing skills, offer learning strategies to address different processing styles, and coach effective study strategies and time management. The Master Tutor may also develop and lead workshops on these topics, as needed. The Master Tutor will participate in weekly staff meetings as appropriate, and will meet weekly with the Learning Center Writing Specialist. This appointment will be for the Fall 2017 semester.

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: Background in tutorial practice and methodology in reading comprehension, writing, and learning. Successful experience serving as a college level tutor in a Writing Center or 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 college level English. Knowledge of language processing difficulties that can cause comprehension and writing errors. Experience teaching strategies that enhance time management and study skills. 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:

Leslie Shelton, 1040 Salazar Hall, 1801 E. Cotati Blvd., Rohnert Park, CA 94928 Interviews are by invitation only. Applicants that are invited for interviews will be contacted by phone.

How you will be notified of the hiring decision: Applicants will receive notification by telephone or email from the Director of Academic Support Programs within one week of the conclusion of interviews.

Supervisor:
Leslie Shelton, Director of Academic Support and Claudia Holt, Learning Center Writing Specialist

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.