STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Assistant Director
Department: SSU Writing Center
Classification: Graduate Assistant
Pay rate: min. $1027.00/month (paid in five (5) checks per semester)
Expected percentage of appointment or hours per week: 20 hrs/week

Deadline to apply: April 7, 2017

Requisition #: WC_GA_1718.2

Description of duties: Under the supervision of the Director and the Manager, the Assistant Director of the Writing Center assists in the directing of student tutors. Duties include establishing schedules; mentoring tutors; observing tutor performance, teaching tutoring strategies, and offering comments for evaluation in consultation with the Director and the Manager. Working with the Director and the Manager, the Assistant Director assists in hiring and training student tutors, including developing and running training sessions; identifying training needs; and conducting one-on-one training and mentoring. The Assistant Director also assists in managing the daily operations of the SSU Writing Center. Associated duties include being regularly present to direct the Center as needs arise, directing Writing Center clerical staff, identifying center needs and working towards filling them, and tutoring as needed. The Assistant Director may also be responsible for the management and updating of Writing Center online services, including maintenance of the SSU Writing Center website, e-mail communications, and coordination of online tutorials. In consultation with the Director and the Manager, the Assistant Director develops, updates, and maintains tutorial programs for the SSU Writing Center and performs other duties as needed.

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 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 writing center/tutorial practice, theory, and scholarship. Successful experience in the teaching and/or tutoring of writing at the college level. Exhibited potential of ability to serve as a mentor for tutors and to take on leadership roles in an academic setting. Demonstrated ability to communicate effectively with students, staff, and administration. 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. Possession of some computer expertise, especially Excel Spreadsheets and Internet communications applications. Job requires concurrent enrollment in the M.A. program in English.

**How to apply:** Interested applicants should submit the following:

- 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.
- The names, titles, and phone numbers of TWO academic references.

All application materials should be submitted to:
Loriann Negri, Manager
SSU Writing Center
1103 Schulz Information Center
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609

Interviews are by invitation only. Review of applications will begin Monday, April 10, 2017. Applicants receiving invitations for interviews will be contacted by phone. Interviews are tentatively scheduled for the week of April 17 – 21, 2017.

**How you will be notified of the hiring decision:** Applicants will receive notification by telephone or email from the Manager or the Director within one week from the conclusion of interviews for this position.

**Supervisors for this position:** Scott Miller, Director of the SSU Writing Center, and Loriann Negri, Manager of the SSU Writing Center.

**NOTES:**
1. The classification 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.

5. Background Check: Successful candidate may be required to complete a background check prior to assuming this position.