STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Lead Tutor
Department: SSU Writing Center
Classification: Graduate Assistant
Pay rate: min. $256.75/month (paid in five (5) checks per semester)
Expected percentage of appointment or hours per week: 5 hrs/week

Deadline to apply: April 7, 2017

Requisition #: WC_GA_1718

Description of duties: Lead tutors assist in managing day-to-day operations of the Writing Center and serve as mentors for 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 tutor performance and offering comments for evaluation in consultation with the Director and the Manager; organizing WEPT registration materials and information; mentoring new tutors and assisting with professional development; and managing ongoing clerical needs.

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: 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 Writing Center.

How to apply: Interested applicants should submit the following:
• A completed application for Writing Center Lead Tutor obtained in the Writing Center, Schulz 1103.
• 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:

Loriann Negri, Manager
SSU Writing Center
1103 Schulz Information Center
1801 East Cotati Avenue
Rohnert Park, CA 94928

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 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.