STUDENT EMPLOYMENT OPPORTUNITY
Student positions in Bargaining Unit 11

Working Title: Multilingual Achievers Program (MAP) Tutor

Department: University Support/Multilingual Achievers Program (MAP)
Classification: Instructional Student Assistant
Pay rate: $13.00 - $16.00 per hour
(depending on experience)
Expected dates of employment: 8/21/17 – 5/19/18
Expected percentage of appointment or hours per week: 10-20 hrs./wk
Number of openings: 2-3
Expected start date: Fall 2018

Deadline to apply: April 14, 2017

Requisition #: MAP_Isa_1718

Description of duties: Under the guidance of the MAP Director and the MAP Writing Specialist, MAP tutors provide individual tutoring on a weekly basis in order to supplement classroom instruction and/or fulfill ENGL 99T requirements. Tutors work with multilingual 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 MAP tutors may include working with clients who have scheduled, drop-in, or online appointments; creating instructional materials for use in the program; conducting classroom orientations and workshops; and assisting with various administrative and clerical duties, including, but not limited to, scheduling appointments, performing WEPT registration, and answering phone calls. MAP 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. The MAP tutor attends training meetings and tracks the progress of tutees. The tutor is expected to complete all pay vouchers and employment forms in a timely manner.

Minimum Qualifications for this classification: The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; 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 for this job: Currently enrolled in SSU’s Masters in English or Masters in Teaching English to Speakers of Other Languages program, or upper-division undergraduate with some writing instruction or tutoring experience. Works under the supervision of the program director, with additional supervision/training provided by the MAP Writing Specialist. Must demonstrate an interest in working with the MAP student population (multilingual, first-generation, and/or low-income students), possess good interpersonal communication skills, and have an ability to work with students from a variety of income, cultural, and academic backgrounds. Tutors must be punctual, reliable, and show motivation and initiative to work independently. Employment usually concurrent with enrollment of English 303, a two-unit course in composition theory for the Writing Center.
How to apply: Complete and submit an application for MAP Tutor obtained in the Writing Center, Schulz 1103. Return application to Loriann Negri in Schulz 1103, along with a 1-2 page (single-spaced) cover letter describing your instructional/tutoring philosophy and how it applies to working with multilingual and/or underrepresented college students.

How you will be notified of the hiring decision: Applicants will be contacted for an interview, after which they will be notified of the hiring decision by email or phone.

Supervisor for this position: Loriann Negri, Director, Multilingual Achievers Program (MAP)

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 candidates may be required to complete a background check prior to assuming this position.

Form revised 3/10/15

Faculty Affairs in the Office of the Provost