Department: Center for Academic Access and Student Enrichment (CAASE: TRIO SSS, MAP)

Working Title: Multilingual Achievers Program (MAP) Tutor

Classification: Instructional Student Assistant

Number of Openings: 2-3

Pay Rate: $15.50-17.50/hour

Appointment: 10-20 hours per week

Expected Dates of Employment: 8/18/20 - 5/21/21

Deadline to Apply: May 6, 2020

Requisition #: CAASE_ISA_2021

DUTIES OF THE POSITION

Under the guidance of the MAP Director and the MAP Coordinator, MAP tutors provide individual tutoring on a weekly basis in order to supplement classroom instruction, improve writing skills, and/or fulfill ENGL 99T requirements. Tutors work with multilingual undergraduate 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 students 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, filing, 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 to all students, faculty, and staff. MAP tutors attend training meetings, log student sessions, and track the progress of tutees. MAP tutors are expected to complete all pay vouchers and employment forms in a timely manner.

MINIMUM QUALIFICATIONS

Knowledge of the subject matter of the discipline in which assigned. 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. 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

Currently enrolled in SSU's Master's in English or other applicable master's program, or upper-division undergraduate with writing instruction or tutoring experience. Works under the supervision of the MAP
Coordinator with training also provided by the MAP Coordinator. Must demonstrate an interest in working with the MAP student population (multilingual, first-generation, and/or low-income, and students with disabilities), possess good interpersonal communication skills, and have an ability to work with students from a variety of socio-economic, cultural, and academic backgrounds. Tutors must be punctual, reliable, and show motivation and initiative to work independently. Applicants with similar backgrounds to MAP student population preferred. Employment may be concurrent with enrollment of English 303, a two-unit course in composition theory and writing center pedagogy.

HOW TO APPLY

Complete an application for MAP Tutor obtained on our website http://web.sonoma.edu/lss/map/index.html or by sending an application request to Brianna Bjarnson bjarnson@sonoma.edu. You must also submit a résumé and cover letter describing your instructional/tutoring philosophy and how it applies to working with multilingual and/or underserved college students. Submit all of your completed application materials to Brianna Bjarnson via email: bjarnson@sonoma.edu.

HIRING NOTIFICATION

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

SUPERVISOR

Brianna Bjarnson, MAP Coordinator, Multilingual Achievers Program (TRIO SSS-MAP)

OTHER INFORMATION

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. 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.
- 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.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- 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.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.

SONOMA STATE UNIVERSITY
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609