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CALIFORNIA STATE UNIVERSITY, STANISLAUS
INSTRUCTIONAL STUDENT ASSISTANT (ISA) – UNIT 11 VACANCY ANNOUNCEMENT

Job Number: 94

Department: Learning Commons Writing Center

Job Title: Writing Tutor – Graduate Tutorial Projects

Job Type: Instructional Student Assistant (ISA), Unit 11

Wage/Salary: $17.45/ hr

Days/Hours: 5- 20 hr / wk

Location: Writing Center/L221;remote options may be available

Openings: 5 – 10

How to Apply: Complete and submit a Writing Tutor Application and provide a 3-5 page writing sample and one letter of recommendation or Faculty Recommendation Form

Start Date: August 14, 2023

When to Apply: May 17, 2023

Qualifications:

- Bachelor's degree
- Successful completion or current enrollment in English 4600: Tutorial Projects in English
- Demonstrated writing competence in a variety of genres
- Interest in learning more about how language in institutions, organizations, media, and disciplines affects inclusion and diversity
- Knowledge of writing processes, audience and purpose, grammar, mechanics
- Willingness to listen and ability to communicate ideas clearly
- Commitment to helping others and demonstrated ability to work with a team
- Inclusive, nonjudgmental, empathetic, patient, and friendly demeanor
- Familiarity with Office 365, Google apps, Zoom, and the ability to learn additional software applications as needed
- Ability to self-assess and willingness to change based on the assessment (analyze, reflect, and adapt)
- Punctual, reliable, and focused
- Good academic standing

Preferred: bilingual

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Job Description:

Under the direction of the Writing Center Director, qualified and committed individuals with backgrounds in a variety of academic disciplines will tutor writers in individual, small group, same day, and/or on-line sessions. Duties include but are not limited to the following:

- Determine writers' needs, prior knowledge and experience, and skills
- Address writers' needs by expanding on what they already know
- Work within our mission and vision and support a collaborative, inclusive, and nonjudgmental environment with writers and co-workers
- Share effective strategies to expand writers' writing and reading abilities and to help writers acclimate to the college environment
- Tutor graduate and undergraduate student-writers
- Mentor student-writers and collaborate with faculty if embedded in courses
- Attend and participate in pre-semester and ongoing tutor development groups and workshops
- Create, revise, and implement tutor development opportunities, including Canvas modules, as requested
- Mentor new undergraduate and graduate tutors as needed
- Support the director and/or writing center coordinators on research, projects, workshops, assessments, and/or reports that uphold and implement the Writing Center mission and student access and success.
- Access, process, and input information using Office 365, StanTutor, Peoplesoft, Zoom, and other software as needed
- Maintain accurate records in a timely manner
- Log hours into Stantutor hourly and Peoplesoft weekly
- Maintain a clean, orderly, and safe work space
- Consistent and punctual attendance
- Other duties as assigned

Contact: Paula Barrington-Schmidt 209.667.3674 writingcenter@csustan.edu

Job will be posted on: 05/16/2023 **Job will go off-line on:** 8/14/2023

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All offers of employment are contingent upon presentation of documents demonstrating the applicant's identity and eligibility to work in the U.S., in accordance with the Immigration Reform & Control Act.

Exceptions to minimum eligibility qualifications may be granted at the sole discretion of the University.

The university is an equal opportunity employer, with a strong commitment to the principle of diversity, and does not discriminate on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, disabled veteran or Vietnam-era veteran status.

EQUAL EMPLOYMENT OPPORTUNITY
The university is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. You can learn more about federal equal employment opportunity protections by accessing the Department of Labor's notices: http://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf and http://www.dol.gov/ofccp/regs/compliance/posters/pdf/Supplement_English.pdf.

Individuals with disabling conditions who require accommodation during the recruitment process may contact the ADA Coordinator at (209) 667-3159.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

SPECIAL CONDITIONS
CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/.

CLERY ACT DISCLOSURE
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Stanislaus State annually posts the Campus Security Report. The annual report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Stanislaus State; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as alcohol and drug use, crime prevention, the reporting of crimes, and sexual assault. You can obtain a copy of this report at: https://www.csustan.edu/annual-campus-security-report .

Or you may request a printed copy by calling: (209) 667-3572; fax: (209) 664-7011; or email: compliance@csustan.edu.

Information regarding campus security reports at other locations can be found at: https://ope.ed.gov/campussafety/#/

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CRIMINAL BACKGROUND CLEARANCE NOTICE

The university requires a criminal and/or child abuse background check to be completed for many of its new employees, current employees seeking promotional or transfer opportunities, and current employees assigned new duties. Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position. Failure to consent to any background check will disqualify an applicant from further consideration. Additionally, an applicant who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration. Later discovery of false or misleading information related to the background check may result in the offer of employment being withdrawn or subject the employee to disciplinary action, up to and including termination.