



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

Job Number: 19 **REVISED**

Department: Writing Center

Job Title: Writing Center Teaching Associate: WP Course Support

Job Type: Teaching Associate (unit 11)

Wage/Salary: \$2,940/Semester

Days/Hours: 7-8 hours/weekly

Location: Writing Center, onsite classrooms, online

Openings: 1-6

How to Apply: Complete the <https://forms.office.com/r/LL43XtgRjv>; email a curriculum vitae, writing sample, unofficial transcripts (undergrad and grad), and one letter of recommendation from a Stan State professor in your graduate program to writingcenter@csustan.edu

Start Date: 8/16/2021

When to Apply: 7/25/2021

Qualifications: Bachelor’s degree; meet all eligibility requirements per the Student Employment Policies; enrolled in a graduate program and in good academic standing; demonstrated writing competence in your discipline; willingness to listen, be mentored by faculty, accept constructive feedback, and adapt; interest in learning how language affects inclusion and diversity; commitment to supporting others and working collaboratively; inclusive, nonjudgmental, empathetic, and friendly; self-motivated, resourceful, and reliable; familiarity with Office 365, Google Applications, and Canvas and the ability to learn additional software as required.

Job Description: Collaborate with the WAC coordinator to: understand writing pedagogy, develop and deliver workshops for Writing Fellows, students, and faculty, coordinate schedules. Collaborate with assigned professor(s) on: course expectations, materials, assignments, scheduling. Develop resources for Writing Fellows and provide discipline-specific information to Writing Fellows, including typical expectations in the field.

Contact: Paula Barrington-Schmidt pbarrington@csustan.edu



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Job will be posted on: 7/20/2021

Job will go off-line on: 9/1/2021

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.

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/#/>

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



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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.