

CALIFORNIA STATE UNIVERSITY, LONG BEACH

Department of English-University Writing Center / Instructional Student Assistant 2019-2020

POSITION: Instructional Student Assistant – English – University Writing Center

RECRUITMENT #: 19/20-ISA-ENGL-UWC

EFFECTIVE DATE: August 19, 2019 / Fall Semester (Contingent on Budget)
January 21, 2020 / Spring Semester (Contingent on Budget)

SALARY RANGE: Up to 20 hours per week, \$14.00 to \$20.42 per hour.

MINIMUM QUALIFICATIONS: (1) Active enrollment in a CSULB program for at least 6 units during the semester for employment. (2) Cumulative GPA of 3.0 or higher in all courses at CSULB. (3) Writing proficiency in English, including knowledge of basic grammar, punctuation, and other conventions of academic written English. Demonstrated potential for effective teaching at the University level appropriate to assignment. Commitment to and/or expertise in educating an ethnically and culturally diverse student population.

DESIRED/PREFERRED QUALIFICATIONS: Candidates must possess the ability to learn and perform assigned work; work cooperatively and communicate well with faculty, staff, and other students; and accept responsibility. Previous tutoring or mentoring experience and familiarity with Excel are not essential but are a plus.

DUTIES: Attend training sessions; read and respond to student papers and other writing tasks; perform individual and /or group tutoring; maintain student records; perform light clerical work, including filing and answering the phone; give pre-prepared workshops; other tasks as assigned by faculty.

The Department of English and the University Writing Center at California State University, Long Beach welcome and encourage diversity. We seek applicants from and nominations of those who have experience tutoring, teaching, mentoring, or developing research in ways that effectively address individuals from historically underrepresented backgrounds. The University seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain excellence of the University, and to offer our students richly varied disciplines, perspectives, and ways of knowing and learning. California State University, Long Beach is an affirmative action/equal opportunity employer.

The person holding 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 Revised July 21, 2017 as a condition of employment.

REQUIRED DOCUMENTATION: (1) A completed Tutor Application Packet, including (a) the application form, (b) a writing sample, and (c) an application essay addressing the student’s qualifications for the position. (All documents above are described in detail in the Tutor Application Packet.) (2) I-9 Requirements must be authorized for Legal Employment in the United States.

POSITION OPEN UNTIL FILLED (or recruitment canceled). Review of applications will begin immediately.

APPLICATION DEADLINE: Applications should be directed to the attention of **Dr. Gary Griswold, Department of English**, william.griswold@csulb.edu; 562-985-4234. California State University, Long Beach, 1250 Bellflower Boulevard LAB-206, Long Beach, 90840-2403.

CSULB is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to race, color, national origin, ancestry, religious creed, sex, gender identification, sexual orientation, marital status, disability, medical condition, age, political affiliation, Vietnam era veteran status, or any other veteran's status. CSULB is an Equal Opportunity Employer.