POSITION: Writing Tutor – SOCIOLOGY

RECRUITMENT #: 20/21-ISA-SOCIOLOGY

EFFECTIVE DATE: August 17, 2020 / Fall Semester (Contingent on Budget)
January 19, 2021 / Spring Semester (Contingent on Budget)

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

MINIMUM QUALIFICATIONS: (1) Currently admitted or enrolled in a CSULB degree program and remain academically eligible during the semester of employment. (2) Advanced written and oral communication skills. (3) Organized, time management skills and professional demeanor.

DESIRED/PREFERRED QUALIFICATIONS:
• Graduate or undergraduate student in the Liberal Arts, with emphasis in writing and/or English.
• GPA of 3.5 or higher.

DUTIES:
• Assist undergraduate students in the development of written communication skills.
• Review individual student written work and provide feedback (in written and/or verbal form).
• Be available to students during regular weekly office hours.
• Conduct workshops, in an online format, designed provide guidelines and assistance in best writing practices (as needed).
• Develop and/or compile instructional materials (e.g., guidelines, writing resources, etc.), as needed, to aid students in the development of their writing and communication skills.

The Department of Sociology at California State University, Long Beach welcomes and encourages diversity. We seek applicants and nominations from those who have experience teaching, mentoring, and 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 letter of application addressing all qualifications for the position. (2) Instructional Student Assistant Application Form.

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

APPLICATION DEADLINE: Applications should be directed to the attention of Dr. Kristine Zentgraf, Department of Sociology, Chair. Kris.zentgraf@csulb.edu

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.