

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE
POSITION AVAILABLE: WRITING CONSULTANT, CSUSB WRITING CENTERS
FALL QUARTER, 2017

CLASSIFICATION/JOB TITLE

Graduate Assistants (2 positions available)
Instructional Student Assistant (2 positions available)

DEPARTMENT

English Language Support Center/CSUSB Writing Centers, Undergraduate Studies

GENERAL DESCRIPTION OF DUTIES

Graduate Assistants and Instructional Student Assistants: Under immediate supervision, the Graduate Assistant and Instructional Student Assistant will provide language support to students, faculty, and staff from all disciplines for academic listening and speaking skills; second language reading and vocabulary; pronunciation; assistance with lectures and note taking; plagiarism and textual borrowing conventions; and software that allows students to work independently and with tutors. All tutors maintain *daily records*, which are aggregated into the Writing Centers' databases, attend tutor education workshops as requested by the faculty supervisor, and participate in quarterly individual and programmatic assessments in the CSUSB English Language Support Center.

Classification Standards for Unit 11 Employees:

<http://academicpersonnel.csusb.edu/academicStudentEmployees/index.html>

MINIMUM QUALIFICATIONS

- Currently enrolled as an undergraduate or graduate student at CSUSB (students enrolled in credential programs are not eligible)
- Must maintain academic eligibility throughout employment period (3.0 GPA or higher)
- Must be able to work cooperatively with faculty, staff and other students

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

TIMEBASE OR HOURS OF APPOINTMENT

5 - 20 hours per week

HIRING CRITERIA

The successful applicant must be currently enrolled in CSUSB and remain academically eligible. ELSC tutors will need to have taken particular courses to qualify as tutors, including ENG 311 (Introduction to the English Language), ENG 312 (Theories of Language Acquisition and Learning), ENG 420 (English Grammar I), ENG 619 (Second Language Acquisition), and either ENG 626 (TESL Methods for Reading and Writing) or ENG 625 (TESL Methods for Speaking and Listening). Potential tutors will also need to provide two letters of recommendation from faculty members and be interviewed by Dr. Caroline Vickers before being selected as tutors. In addition, the successful applicant must demonstrate the ability to be cooperative and responsible.

APPLICATION PROCEDURES AND DEADLINE

Please submit an application to the Writing Center Director, CE 309; to request an application send an email to mcecil@csusb.edu.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

Caroline Vickers, cwickers@csusb.edu, 75684, Maggie Cecil, mcecil@csusb.edu, 73077,
or Nathan Jones, njones@csusb.edu, 75833

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

California State University, San Bernardino 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.