

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

CLASSIFICATION/JOB TITLE

Graduate Assistant (4 -5 positions available)
Instructional Student Assistant (5 - 10 positions available)

DEPARTMENT

CSUSB Writing Centers/Undergraduate Studies

GENERAL DESCRIPTION OF DUTIES

Graduate Assistants and Instructional Student Assistants: Under immediate supervision, the Graduate Assistant or Instructional Student Assistant will conduct one-to-one writing conferences with students, faculty, and staff from all disciplines. In these conferences, Graduate Assistants and Instructional Student Assistants function as writing consultants who write *with*, never *for*, other writers. In addition, they conduct in-class writing and peer review workshops, and they present quarterly Writing Center orientations for composition and other classes. All consultants maintain *daily records*, which are aggregated into the Writing Centers' databases, attend weekly tutor workshops, and participate in quarterly individual and programmatic assessments in the CSUSB Writing Centers.

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. Prospective writing consultants should meet with the Writing Center Director, complete English 330, 530, or 630, and submit the required references. Interviews are normally conducted with a panel of current CSUSB Writing Center writing consultants and the Writing Center Director. 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, no later than September 8, 2017 by 4:00 p.m. 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

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.