

## **AAS Tutor/Mentor Job Announcement**

The Asian American Studies at CSUN has been funded to offer an Asian American Studies Tutorial/Mentoring Program for Fall 2014 and Spring 2015 semesters. We will be looking to hire and train about six students to work with our Writing Coordinator to offer tutorial sessions Monday to Thursday 11 to 5 pm. Tutors will be working about 8 hours a week to offer guidance to students taking Asian American Studies courses and students in general who need help in writing. The tutorial service will take place at the Asian House. Tutors will need to log in times and be responsible for making sure their paperwork and other requirements are processed so that they can be paid. Wage is dependent on experiences and qualifications. Starting rate is \$11/hour.

Interested students should contact the Chair if they need more information. Students should **submit their application to the AAS Office by August 29, 2014 4 pm**. Candidates will need to be available for **follow-up interviews with the Chair and Writing Coordinator on the week of September 1 to 5**.

### **Requirements of candidates**

1. AAS major, double major, or minor
2. Junior or senior standing
3. At least a B or higher in most AAS classes, especially the ones for which they will tutor
4. Three faculty references (It does not have to be a letter of rec, but just contact info so we know that the faculty can vouch for the student's potentials to tutor)
5. Ability to work at least 4 hours a week
6. **Attendance to a five-hour training on September 8<sup>th</sup>, Monday, 9am to 2pm. This date and time will be confirmed once hiring has been established.**

### **Criteria we use to rank candidates**

1. A solid understanding of the mission of AAS and Ethnic Studies
2. Financial need
3. Ability to problem solve and work well with others
4. Maturity and responsibility
5. Experiences of peer mentoring
6. Have passed the WPE or have gotten at least a B in their composition course

### **Submission:**

- Cover letter – let us know how you meet the requirements and criteria.
- Resume (no more than 2 pages)
- DPR or Transcript that includes grades of AAS and composition courses, overall GPA and major GPA.