JOB DESCRIPTION

Grammar Lab tutors are graduate students from the Linguistics/TESL Program. Although they primarily help English learners to perfect their written grammar, they also work with native English speakers who desire to improve the sentence level clarity of their written work.

Duties
Under general supervision, tutors work with individuals in 50-minute sessions to:
- Diagnose the student’s most frequent grammar errors
- Help student develop strategies for identifying and correcting their own grammar errors
- Provide practice and feedback and help student monitor their own improvement
- Attend staff meetings when required

Required Personal Qualifications
- Working and conversational knowledge of English grammar
- Ability to clearly explain grammar concepts
- Effective interpersonal communication skills
- Ability and willingness to work with students from diverse linguistic, cultural, and ability backgrounds
- Enthusiasm for helping students improve
- Basic computer familiarity

Prerequisites to Employment
- Enrollment at CSUN (minimum 6 units)
- Must have an overall GPA of 3.0 or higher
- Completion of Linguistics 525 or other relevant grammar coursework
- Availability for scheduled meetings
- Must be able to devote entire semester to an agreed-upon weekly schedule

Benefits
- Excellent experience/training for those entering the teaching profession, and especially TESL
- Participation in a valuable program
- A collegial, supportive work atmosphere
- Salary: Based on experience

To apply, contact Debbi Mercado for an application and interview:
Learning Resource Center
Oviatt Library 300
Email: debbi.mercado@csun.edu
Phone: (818) 677-7331
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| DATE APPLIED  
| NAME  
| EMAIL  
| PERMANENT ADDRESS  
| CITY/STATE  
| PHONE  
| STUDENT ID  
| LOCAL ADDRESS  
| CITY/STATE  
| CELL PHONE  |

| MAJOR  
| EXPECTED GRADUATION DATE  
| CUMULATIVE GPA  
| CLASS STANDING  
| List the most recent TESL or grammar-related courses and indicate the grade you earned.  
| COURSE  
| GRADE  |

| Check off the areas in which you have had experience:  
| TUTORING  
| CLASSROOM TEACHING  
| Location(s)  
| ESL STUDENTS  
| HEARING IMPAIRED STUDENTS  
| LEARNING DISABILITY  
| COMPUTERS  
| HOLISTIC READING/SCORING  
| OTHER  |

| List three academic references. (Use the attached recommendation forms for your formal references)  
| NAME / TITLE  
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In the space below, briefly explain why you think you would make an effective Grammar Lab Tutor (or attach a document).

To complete your application, submit the following:
A. TWO LETTERS OF RECOMMENDATION (Use the two forms attached to this application.)
B. A COPY OF YOUR OFFICIAL OR UNOFFICIAL TRANSCRIPTS.
C. A BRIEF WRITING SAMPLE

I hereby certify that all statements made are true to the best of my knowledge and belief. I understand that my stated pre-employment qualifications are subject to investigation and I hereby authorize the Learning Resource Center to investigate any and all information on this application. I understand that any false statements appearing on any employment form will be sufficient cause for immediate dismissal.

_____________________________  ____________________________
Signature of Applicant            Date
To Recommender:
The student named above has applied for a position as a Grammar Lab tutor. Learning Resource Center tutors are committed to helping students become better writers, critical thinkers and communicators by providing face-to-face (F2F) and electronic consultation, tutorials, reference materials and links to Web resources. Please complete this form and make any comments you deem appropriate. If you prefer, you can also write a more traditional recommendation without the form. You may return your recommendation via the applicant, to the Grammar Lab Coordinator via email, or campus mail (mail drop 8325). If you are off campus, address your letter to:
California State University, Northridge
Learning Resource Center
18111 Nordhoff Street Northridge, California, 91330-8325
If you have any questions or comments, our telephone number is (818) 677-2033.

Course(s) this student has taken from you (please be sure to include any Ling/TESL Courses):

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Rate the student’s WRITING ability (circle answer):

EXCELLENT GOOD FAIR POOR

Rate the student’s COMMUNICATION ability (circle answer):

EXCELLENT GOOD FAIR POOR

Additional Comments:

_________________________________________________________________________
_________________________________________________________________________
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Recommender’s Signature ___________________ Recommender’s Name ________________ Title & Department ___________________
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GRAMMAR LAB TUTOR
RECOMMENDATION LETTER

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Rate the student’s WRITING ability (circle answer):

EXCELLENT    GOOD    FAIR    POOR

Rate the student’s COMMUNICATION ability (circle answer):

EXCELLENT    GOOD    FAIR    POOR

Additional Comments:

____________________________________________________________________________________
____________________________________________________________________________________
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Recommender’s Signature ___________________________ Recommender’s Name ___________________________ Title & Department ___________________________