WORKING TUTOR
LOWER DIVISION

JOB DESCRIPTION

Lower Division Writing Tutors are advanced undergraduate and graduate students from all University disciplines. They provide help to students enrolled in any 100 or 200 level course that requires reading and/or writing projects and assignments, as well as speeches and presentations.

Duties
Under general supervision, tutors work with individuals and small groups to:
  - Review writing assignments
  - Assist students with close reading and text comprehension
  - Go over writing strategies for a variety of writing assignments
  - Help students develop a variety of study strategies
  - Attend regularly scheduled staff meetings

Required Personal Qualifications
  - Strong reading and writing skills and enthusiasm for both
  - Desire to help others develop their academic skillset
  - Effective interpersonal communication skills and a strong sense of compassion
  - Ability and willingness to work with students from diverse linguistic, cultural, and ability backgrounds
  - Basic computer familiarity

Prerequisites to Employment
  - Enrollment at CSUN (minimum 6 units)
  - Must have an overall GPA of 3.0 or higher
  - Completion of freshman composition or its equivalent (B+ or better)
  - Availability for regularly scheduled meetings (mandatory)
  - Must be able to devote entire semester to being a tutor (year is preferred)

Benefits
  - Excellent experience/training for those entering the teaching or writing profession
  - Participation in a valuable student-centered program (approximately 6-15 hours/week)
  - A collegial, supportive work atmosphere
  - Salary: Based on experience

For more information contact:
Trista Payte
Learning Resource Center
Oviatt Library 300
Email: trista.payte@csun.edu
Phone: (818) 677-2033
EMPLOYMENT APPLICATION

DATE APPLIED_____________________
NAME ___________________________ STUDENT ID_____________________
EMAIL ___________________________
PERMANENT ADDRESS_________________ LOCAL ADDRESS_________________
CITY/STATE_______________________ CITY/STATE_____________________
PHONE ___________________________ CELL PHONE_____________________

MAJOR_________________________ EXPECTED GRADUATION DATE ___________
CUMULATIVE GPA_________________ CLASS STANDING ___________________

List the most recent writing-intensive courses and indicate the grade you earned.

COURSE
GRADE
________________________________________
________________________________________
________________________________________
________________________________________

Check off the areas in which you have had experience:

☐ TUTORING ☐ CLASSROOM TEACHING

Location(s) ______________________ Location(s) ______________________

☐ ESL STUDENTS ☐ HEARING IMPAIRED STUDENTS ☐ LEARNING DISABLED

☐ COMPUTERS ☐ HOLISTIC READING/SCORING ☐ OTHER

List three academic references. (Use the attached recommendation forms for your formal references)

NAME / TITLE
ADDRESS / DEPARTMENT
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
EMPLOYMENT APPLICATION

NAME ___________________________________________ POSITION Writing Tutor

In the space below, briefly explain why you think you would make an effective Writing 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 writing 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 writing 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 Writing 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:

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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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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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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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