

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
- Complete training modules as assigned

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 for undergrads, 4 units for grads)
- 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
- CRLA Certification
- Professional development
- Leadership experience

For more information contact:

**Anne Crawford, Interim Writing Programs Coordinator
Learning Resource Center
University Library 300
Email: onlinelrc@csun.edu
Phone: (818) 677-2033**

Lower Division Writing Consultant EMPLOYMENT APPLICATION



LEARNING
RESOURCE
CENTER

GENERAL INFORMATION

DATE APPLIED _____

NAME _____

STUDENT ID _____

EMAIL _____

PERMANENT ADDRESS _____

LOCAL ADDRESS _____

CITY/STATE _____

CITY/STATE _____

PHONE _____

CELL PHONE _____

ACADEMIC INFORMATION

MAJOR _____

EXPECTED GRADUATION DATE _____

CUMULATIVE GPA _____

CLASS STANDING _____

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

COURSE

GRADE

EXPERIENCE

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

If you are a Teaching Associate (TA) in the English Department and would like to be considered for a TA position in the Writing Center, please check this box:

REFERENCES

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

NAME / TITLE

ADDRESS / DEPARTMENT

Lower Division Writing Consultant EMPLOYMENT APPLICATION

NAME _____

In the space below, briefly explain why you think you would make an effective Writing Tutor (or attach a document).

PERSONAL STATEMENT

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

RECOMMENDATION LETTER

DATE _____

STUDENT NAME _____

STUDENT ID _____

To Recommender:

The student named above has applied for a position as a writing tutor. Learning Resource Center tutors are committed to helping student become better writers, critical thinker 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:

COURSE	SEMESTER	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____

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:

Recommender's Signature

Recommender's Name

Title & Department

Lower Division Writing Consultant

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

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Lower Division Writing Consultant



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POOR

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