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 session 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

Updated 11/27/18
**EMPLOYMENT APPLICATION**

**Learning Resource Center– Grammar Lab Tutor**  
**Oviatt Library 300**

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**ACADEMIC INFORMATION**

List the most recent courses in which you had pedagogical grammar instruction.

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<td>Check the areas in which you have had experience:</td>
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<td>[ ] Tutoring</td>
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| [ ] ESL Students | [ ] Hearing Impaired Students | [ ] Learning Disabled |
| [ ] Computers | [ ] Holistic Reading/Scoring | [ ] Other |

**REFERENCES**

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

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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
GRAMMAR LAB TUTOR RECOMMENDATION

Learning Resource Center- Grammar Lab
Oviatt Library 300

Student Name: _________________________  Student ID: _____________________

To Recommender:
The student named above has applied for a position as a Grammar Lab tutor. Learning Resource Center tutors are committed to helping student 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 for and return directly to the Learning Resource Center - Grammar Lab. Thank You.

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:

☐ Excellent  ☐ Good  ☐ Fair  ☐ Poor

Rate the student’s COMMUNICATION ability:

☐ Excellent  ☐ Good  ☐ Fair  ☐ Poor

Additional Comments:
____________________________________________________________________________________________
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Recommender’s Signature  Recommenders Name (please print)  Title & Department
GRAMMAR LAB TUTOR RECOMMENDATION

Learning Resource Center- Grammar Lab
Oviatt Library 300

Student Name: _________________________    Student ID: _____________________

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