Now Hiring | Fall 2019

The Department of Africana Studies is hiring a Work Study Writing Center Student Tutor to work at the AFRS Writing Center in Sierra Hall room 273.

Purpose

Student Tutors will provide (3) different types of tutoring services:

1. Students enrolled in the one-unit tutorial workshop, AFRS 099 Writers Workshop.
2. Walk-in students, usually referred by instructors to seek immediate assistance with a writing/reading assignment.
3. Schedule student appointments to work on specific areas of writing and reading.

Qualifications

• Must have completed 60 or more units; Junior or Senior standing.
• GPA of 3.0 or better.
• Must have earned a grade of B or better in writing courses.
• Completion of Lower and Upper Division writing courses.
• Completion of the WPE with a score of 9 or better is preferred (lower scores may be considered).
• Previous tutoring experience.
• Must be eligible for Work-Study.
• Must be available to work up to 20 hours per week.

Responsibilities

• Preparation: Set-up and consistently upgrade work files for tutees in AFRS 099
• Tutoring: Individual or group instruction, requiring advanced knowledge of discipline or subject matter.
• Instruction: Under appropriate supervision by the course assigned faculty member, the tutor utilizes faculty member’s course content and methodology, which requires specific advanced knowledge of the course content.

Whom to Contact

Please send your resume, cover letter, writing sample(s) and 2 letters of recommendation to: Laura Ontiveros and Terri Lite

Job Classification

Department ID: 10174
Classification: II
Wage: $13
Length of Employment August 2019 - December 2019
(Renewable: year to year)
Hours: 20 hours per week

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