Now Hiring

Writing Center Student Tutor – Work Study

Job Description

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

a) Students enrolled in the one-unit tutorial workshop, AFRS 099 Writers Workshop.

b) Walk-in students, usually referred by instructors to seek immediate assistance with a writing/reading assignment.

c) 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.

Please send your resume, cover letter, writing sample(s) and 2 letters of recommendation to: laura.ontiveros@csun.edu and terri.lite@csun.edu

Department ID: 10174
Classification II: $13.00
Beginning: August 2019
Ending: December 2019
(Renewable: year to year)