WRITING LAB TUTOR
JOB DESCRIPTION

Learning Resource Center– Writing Lab Tutor
Oviatt Library 300

Writing Tutors are undergraduate and graduate students from all University disciplines. Although they primarily provide help to students enrolled in 113, 114, 115, within Africana Studies, Asian American Studies, Central American Studies, Chicana/Chicano Studies, English, Linguistics, or Queer Studies, as well as students enrolled in University 100, Freshman Seminar, based on experience, they may be called on to work with students enrolled in other courses.

Duties
Under general supervision, tutors work with individuals and small groups
- Review writing assignments
- Go over writing strategies for essays and research papers
- Help students develop a variety of study strategies
- Attend regularly schedules staff meetings

Required Personal Qualifications
- Strong writing skills and enthusiasm for writing
- Articulate
- Effective interpersonal communication skills
- 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

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

To apply contact Trista Payte, LRC Writing Coordinator, for an application and interview

Learning Resource Center
Oviatt Library 300
Email: trista.payte@csun.edu
Phone: (818) 677-2033

Updated 02/01/18
# EMPLOYMENT APPLICATION

**Learning Resource Center – Writing Programs: Writing Lab Tutor**  
Oviatt Library 300

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<th>DATE APPLIED ____________________________</th>
<th>STUDENT ID ____________________________</th>
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## ACADEMIC INFORMATION

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<th>MAJOR_________________________________</th>
<th>EXPECTED GRADUATION DATE________________</th>
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<td>CUMULATIVE GPA_________________________</td>
<td>CLASS STANDING__________________________</td>
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List the most recent courses — other than English — in which you had significant amount of writing and indicate the grade you earned.

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## EXPERIENCE

Check off the areas in which you have had experience:

- [ ] Tutoring
- [ ] Classroom Teaching
- [ ] ESL Students
- [ ] Hearing Impaired Students
- [ ] Computers
- [ ] Holistic Reading/Scoring
- [ ] Learning Disabled
- [ ] Other

Location(s)________________________ Location(s)________________________

## REFERENCES

Check off the areas in which you have had experience:

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
WRITING LAB TUTOR RECOMMENDATION

Learning Resource Center-Writing Program
Oviatt Library 300

Date ________________

Student Name: _________________________  Student ID: ________________________

To Recommender:
The student named above has applied for a position as a writing lab 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 return directly to the Learning Resource Center. Thank You.

Course(s) this student has taken from you:

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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
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