The Writing Center is now accepting applications for

**Spring 2020 Writing Center Tutors**

Get involved on campus and make a difference! The Writing Center provides tutoring on writing for courses of all levels. This position is an Instructional Student Assistant position, covered by the Unit 11 Collective Bargaining Agreement between the CSU and the UAW.

**Qualifications**Students in any major are eligible to work in the Writing Center. The minimum qualifications for a tutor position include:

* Enrollment in at least 1 unit at Cal State San Marcos
* Completion of GEW101B or an equivalent first-year writing course with a ‘B’ or better
* Good academic standing at Cal State San Marcos (minimum 2.0 GPA)

**Pay Rate/Salary**The hourly rate for Tutors begins at $14.00 an hour.

**Training**If you are hired as a tutor, you will be required to complete a two-day paid training before the Writing Center opens for the semester. **Training sessions are mandatory for all tutors.**

* Pre-semester Training for Spring 2020: **Tuesday January 14th & Thursday January 16th, 2020.**

**Certification**The Writing Center at Cal State San Marcos is part of the College Reading and Learning Association (CRLA) tutor certification program. Consultants gain certification at one CRLA level per semester as they perform their regular tutoring duties and attend at least 10 hours of training throughout the semester.

**How to Apply**Applicants must submit the following materials electronically via Handshake:

* Writing Center Supplemental Questions (see next page)
* A Copy of Unofficial Transcripts
* Unit 11 Employment Application

**Submit completed application packets via Handshake. In-person and emailed packets cannot be considered. For questions about the position and/or how to apply, contact:**

Evan Smith

esmith@csusm.edu

(760) 750 - 4192
ELB 272

**After a complete application is submitted, applicants meeting all minimum**

**requirements will be contacted for an interview.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Writing Center**

**Supplemental Questions – Tutor**

(Please answer these questions on a separate sheet of paper)

1. Please provide a short statement describing why you are interested in this position. What do you hope to gain from this experience? What have you gained from previous tutoring/teaching experiences?
2. Describe a time when you were having trouble learning something. How did you feel while you were struggling? What did you do to finally help yourself learn? Who else helped you? How did they help you learn?
3. Briefly describe the context of the writing sample you provided. You might consider questions such as the following in your response: What were your goals in writing this text? Who was your intended audience? What was the nature of the assignment you were responding to?
4. How would you describe your writing process—for this text and/or for writing in general?
5. If hired, what do you believe you could contribute to the Writing Center as a professional and community space?
6. As writing tutors, we encounter a range of software and genres. Our pre-semester and ongoing trainings ensure that you are prepared to meet the challenges of new situations. You do not need to be proficient in every one of these categories, but we would like to know where additional training is necessary.
	1. Please check the box that describes your proficiency level for each of the following programs:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Unfamiliar** | **Basic** | **Proficient** | **Advanced** |
| *Microsoft Word* |  |  |  |  |
| *Google Docs* |  |  |  |  |
| *PowerPoint* |  |  |  |  |
| *Google Slides* |  |  |  |  |
| *Excel* |  |  |  |  |
| *Google Sheets* |  |  |  |  |
| *Microsoft Teams* |  |  |  |  |
| Library databases *(EBSCOhost, PSYCHinfo, ProQuest, JSTOR, etc.)* |  |  |  |  |

* 1. Please check the box that describes your proficiency level for each of the following writing genres:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Genre** | **Unfamiliar** | **Basic** | **Proficient** | **Advanced** |
| *Lab report* |  |  |  |  |
| *Personal Statement (for scholarships)* |  |  |  |  |
| *Personal Statement (for graduate school)* |  |  |  |  |
| *Lab journal* |  |  |  |  |
| *Rhetorical analysis* |  |  |  |  |
| *Literature review* |  |  |  |  |
| *Formal business letters* |  |  |  |  |
| *Cover letter* |  |  |  |  |
| *Resume* |  |  |  |  |
| *Speech* |  |  |  |  |