ANNOUNCEMENT OF POSITION AVAILABILITY

Subject to Budgetary Approval
Assistant Writing Specialists

SJSU is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University’s annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at www.sjsu.edu/safetyreport.

This position is covered by collective bargaining Unit 11, http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml.

Description of Duties

Assistant Writing Specialists (AWS) will tutor students seven to twenty hours per week and will attend a staff meeting/training session on the first Friday of each month. An Assistant Writing Specialist will work primarily with lower-division students on a variety of writing assignments and projects, including proposals, lab reports, research papers, and freshman composition essays. Assistant Writing Specialists will also maintain tutoring records, create original Homegrown Handouts every semester (or work on a Writing Center special project), receive training from Writing Specialists, and participate in outreach activities including tabling events.

Michelle Hager, the Director of the Writing Center, will be the supervisor for all AWSs.

General Qualifications

- Current enrollment as a SJSU student with a "clear" academic standing
- Minimum overall GPA of 3.4
- Completion of a first-year writing course (e.g., English 1A)
- Excellent interpersonal and communication skills
- Superior writing skills
- Superior knowledge of grammar
- Super knowledge of the writing process
- Class standing of sophomore or higher

Pay Scale and Job Description

Pay rates increase commensurate with experience and the Assistant Writing Specialist’s ability to meet the following requirements.

Starting rate for sophomores: $12.50/hour

The Assistant Writing Specialist must be able to

- guide students through essays from invention stage through final draft.
- explain how to cite sources to avoid plagiarism.
- have knowledge of APA and MLA documentation styles.
- tutor all types of reports and term papers for a variety of lower-division courses.
- have knowledge of basic research skills.
- have knowledge of Writing Center policies and be able to answer student questions.
- demonstrate basic word processing and Internet skills for follow-up e-mails to professors.
- write error-free follow-up e-mails to professors.
- record information on student sessions in the WCOnline database.
- prepare handouts or other resources on writing concepts (e.g., use of coordinating conjunctions).
- visit classrooms to give 10-minute presentations about the Writing Center.
- assist in classroom peer responding sessions or other writing activities that professors request.
- attend paid staff meetings/training sessions the first Friday of each month.

**Application Procedure**

Applicants should submit a completed application form, a cover letter stating their reasons for applying, a resume, an unofficial transcript, two graded essays with comments from the instructor(s), and two letters of recommendation (preferably from SJSU faculty) to the Director:

Michelle Hager, Director  
Writing Center  
San José State University  
One Washington Square  
San José, CA 95192-0172

**Hiring Criteria**

The applicant must complete the following steps (in order):

- send an email to Michelle.Hager@sjsu.edu stating his or her interest in the position and qualifications for the job.
- participate in an oral interview with the Writing Center Director.
- pass a grammar test, which includes the pedagogy of explaining grammar concepts.
- pass a style test, which includes the pedagogy of explaining style concepts.
- participate in an exercise that addresses essay organization and content development.
- observe a minimum of three tutoring sessions by experienced Writing Specialists.
- participate in a tutoring session as the student, bringing in a piece of his or her own work.
- discuss best practices with an experienced tutor.
- participate in a one-hour trial run for a mock tutoring session.
- conduct a minimum of four mock tutoring sessions with experienced Writing Specialists (two focusing on grammar and two focusing on content), following the Writing Center format for tutoring and writing follow-up e-mails to instructors after each session.
- submit a complete application packet.
- upon conditional hiring, be shadowed and evaluated by experienced Writing Specialists for three tutoring sessions.
Assistant Writing Specialist Application  
Writing Center, San José State University  
(408) 924-2308

Applicant’s Name ______________________________ Date ________________

Home Phone ____________ Cell Phone ____________ E-mail __________________

Permanent Address ________________________________________________________  

Street

City ________________ Zip

SJSU Class Standing ______________________________________________________

SJSU Major ___________________ Expected Graduation Date ________________

Cumulative GPA ______ Grade in ENGL 1A (or equivalent first-year writing course) _____

**Education**

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<th>Program or Degree</th>
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What college-level courses have you taken in composition, writing, rhetoric, linguistics, reading, 
education, and/or communication?

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Experience

Teaching, tutoring, and other relevant work experience: Include dates of service, institution, position, duties, and direct supervisor’s name and phone number. Please attach your résumé and cover letter.

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Informal tutoring experience: Describe situations in which you have coached a peer on his/her writing.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

What skills can you bring to the Writing Center?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Scheduling

Are you available to work mornings? Y N

Are you available to work afternoons? Y N

Are you available to work late afternoons? Y N

You are required to attend staff meetings from 12:00-2:00 on the first Friday of each month.

If hired, how many hours per week would you like to work (maximum 20)? _____________

Professional References (from SJSU if possible)

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Please attach two letters of recommendation (preferably from SJSU faculty).