ANNOUNCEMENT OF POSITION AVAILABILITY
Subject to Budgetary Approval
Writing Specialists

SJU 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 SJU 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 http://www.sjsu.edu/police/crime_reporting/safety_report.

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

Description of Duties

Writing Specialists will tutor students seven to twenty hours per week and will attend a staff meeting/training session on the first Friday of each month. Specialists will work with writers of all levels and disciplines on a variety of assignments and projects, such as theses, proposals, lab reports, research papers, resumes and job search correspondence, and freshman composition essays. They will also maintain tutoring records, create original Homegrown Handouts every semester (or work on a Writing Center special project), mentor Assistant Writing Specialists, develop and present workshops, and participate in outreach activities including tabling events.

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

General Requirements

- Current enrollment as a SJSU student with a "clear" academic standing
- Minimum overall GPA of 3.4
- Passing score on the WST
- Completion of 100W (or equivalent writing course)
- Excellent interpersonal and communication skills
- Superior writing skills
- Superior knowledge of grammar
- Superior knowledge of the writing process
- Class standing of junior or higher

Pay Scale and Job Description

Pay rates increase commensurate with class standing, tutoring experience, and the Writing Specialist’s ability to meet the following requirements.

The 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.
- have knowledge of research skills.
- respond to resumes and statements of purpose.
- explain the functions of the Writing Center to visitors and answer questions.
- demonstrate basic word processing and Internet skills for tutoring sessions and for follow-up e-mails to professors.
- write error-free follow-up e-mails to professors.
- record information on student sessions in the Writing Center Online database.
- prepare handouts or other resources on writing concepts.
- create and conduct workshops on a variety of writing-related topics.
- present a 10-minute introduction to the Writing Center to classes.
- assist in classroom peer responding sessions or other writing activities that professors request.
- attend paid training sessions the first Friday of every month.
- respond to capstone course projects and/or graduate student theses.

**The pay rate for juniors is $13.50/hr.**
**The pay rate for seniors is $14.50/hr.**
**The pay rate for graduate students is $15.50-$16.00/hr.**

**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.
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 ______ Major GPA ______ Grade in 100W ______
If you are an undergraduate student, have you passed the WST (circle one)? Yes / No

Education
Institution Program or Degree Date
1. __________________________
2. __________________________
3. __________________________
What college-level courses have you taken in composition, writing, rhetoric, linguistics, TESOL,
reading, education, and/or communication?
Course Grade Institution Instructor Date
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
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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 resume 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).