ANNOUNCEMENT OF POSITION AVAILABILITY
San José State University Writing Center
Writing Specialists
Subject to Budgetary Approval

Job Description
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. Writing 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, freshman composition essays, and job search correspondence. They will also maintain tutoring records, communicate with SJSU faculty, participate in outreach activities, mentor Assistant Writing Specialists, develop and present workshops, participate in training activities for new hires, and create original resources for the Writing Center every semester.

Pay rates increase with a student’s grade level.
The pay rate for juniors is $13.50/hour.
The pay rate for seniors is $14.50/hour.
The pay rate for graduate-level students is $15.50-$16.00/hour.

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.
- explain how to use APA and MLA documentation styles.
- tutor all types of reports and term papers for a variety of courses.
- conduct basic research and explain those research skills to others.
- respond to resumes, cover letters, and statements of purpose.
- respond to capstone course projects and/or graduate student theses.
- explain 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 original resources on writing concepts (e.g., a handout on the use of coordinating conjunctions).
- create and conduct workshops on a variety of writing-related topics.
- visit classrooms to give presentations about the Writing Center.
- attend paid staff meetings/training sessions the first Friday of each month.

General Qualifications
To be a Writing Specialist, you must

- be a currently enrolled student at SJSU with a "clear" academic standing.
- have a minimum overall GPA of 3.2.
- have earned a passing score on the WST.
- have completed 100W (or equivalent upper-division writing course).
- be at the junior level or higher.
- have excellent interpersonal and communication skills.
- have superior writing skills, knowledge of grammar, and knowledge of the writing process.
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

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

Hiring Criteria
To be hired, 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.

SJSU is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the basis 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,
Writing Specialist Application  
San José State University Writing Center

Date______________________________  SJSU ID# ______________________________

Full Name ________________________________________________________________

Home Phone ______________  Cell Phone ______________  E-mail __________________________

Permanent Address _________________________________________________________

____________________________________ Street

______________________________________ City  Zip

SJSU Class Standing __________________________________________________________

SJSU Major __________________________ Expected Graduation Date __________________

Cumulative GPA ______  Grade in 100W (or equivalent junior-level writing course) ______

If you are an undergraduate student, have you passed the WST?  Yes / No

Education

Institution  Program or Degree  Date

1. ______________________________________________________________

2. ______________________________________________________________

3. ______________________________________________________________

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

Course  Grade  Institution  Instructor  Semester

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

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

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Informal tutoring experience: Describe a situation in which you helped a peer with his or 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).