

Student Job Opportunities for Fall 2016 Graduate Writing Fellows

Graduate Writing Fellows provide writing support for students enrolled in graduate courses in either the Lurie College of Education or the College of Applied Sciences and Arts (CASA).

As a Graduate Writing Fellow, you will be trained in the various genres that students in these two colleges regularly produce. Besides typical course papers requiring analytic and well organized writing, Lurie College of Education students, for example, may have to produce texts that:

- Will be read by a wide variety of audiences (parents of students the candidates teach, school administrators, the general public, K-12 pupils of a variety of ages and abilities).
- Demonstrate their competency within a specific professional field requiring specific types of report writing. E.g., Special Education teachers often writing Individual Evaluation Plans (IEPs) for students with disabilities. These become legal documents that bind schools to providing particular services to their students. Counselor Education students may have to write communications to parents about sensitive topics that schools may be trying to address through specialized programs, such as school safety or violence prevention programs. School principals have to be adept in writing emails to faculty, students, and parents. Teacher education candidates have to prepare analytic and descriptive reflections about their practice in planning, teaching and assessing students, including commentary that reflects a deep understanding of their subject matter and ways to modify instruction to fit the needs of many learners.
- Follow the conventions and meet the requirements of clear communication within certain genre, including but not limited to formal report or thesis writing.

Job Duties

As a Graduate Writing Fellow, you will:

- Develop and offer frequent workshops to students on common writing problems, based on what you see in your one-on-one tutoring and in your conversations with faculty.
- Offer one-on-one tutoring like that typically found in the Writing Center but that goes beyond helping the student identify and fix grammatically, usage, spelling or other sentence or word-level problems.
- Meet regularly with faculty to hear about their observations of students' struggles with writing.

You will also:

- Keep regular hours so that students can find you during drop-in appointments.
- Track your tutoring work by completing a log and documenting both the numbers of students, type of tutoring provided and demographic information (including majors and class information) for students served.
- Provide the Deans of these Colleges, as well as the Directors of the Writing Fellows program, with feedback about what worked or didn't work for students during these one-on-one tutorials, during workshops or other writing support activities. Provide feedback to faculty about assignments where many students struggle because the assignment is too vague or unclear.

Requirements

To be a Graduate Writing Fellow, you must

- Be currently enrolled as an SJSU graduate student with a "clear" academic standing.
- Have excellent writing, reading, and critical thinking skills.
- Have excellent interpersonal and communication skills.
- Have an understanding of and ways of helping students engage in group projects or collaboratively written texts.
 - Faculty encourage students to work on group projects where everyone plays a role in producing drafts, editing and revising final texts. The ability to pay attention to details in presentation, including copy editing, distinguishes between those who demonstrate professionalism towards their work and those that do not.
- Have an understanding of and strategies for helping students, whose native language is NOT English, produce more native-like English prose.

Pay Rate

The pay rate for Fall 2016 is \$15.00/hr. Graduate Writing Fellows work ten hours per week.

Application Procedure

Please submit an application form, along with a writing sample from a recent class (including instructor's comments), to

Dr. Tom Moriarty
Director of Writing Across the Curriculum
Department of English and Comparative Literature
San José State University
One Washington Square
San José, CA 95192-0090

Application forms are available at www.sjsu.edu/wac.

Applications are due Friday, February 19, 2016.
Successful applicants will be contacted for interviews.

Questions?

Please contact Dr. Tom Moriarty at thomas.moriarty@sjsu.edu.

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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.