



THE WRITING CENTER

Student Learning Center, SSC 340
California State University, Chico

LEAD WRITING MENTOR

- Position:** **Lead Writing Mentor**
Approximately 10-15 hours per week.
- Job Description:** Under the direct supervision of the Writing Center Coordinator, the lead writing mentor will help students understand the writing process and provide them with skills to improve their writing. The lead writing mentor must be prepared to complete at least 10-15 hours of training during each semester of employment. *The lead writing mentor will also assist with tutor training, online writing management, class presentation management and other student outreach activities.*
- Qualifications:** Graduate student preferred, minimum 2.8 GPA, and *at least one year (two semesters) of experience working in a Writing Center and/or a student learning environment.* Undergraduates must be enrolled in a minimum of 6 units; graduate students 4 grad level units. Applicants must have excellent communication skills and should be sensitive to the experience of students from low-income, academically disadvantaged, and ethnically diverse backgrounds. Ongoing participation in training sessions is required for employment.
- Hourly Rate:** \$14.00 per hour.
- Selection Procedure:** The Lead Writing Mentor will be selected on the basis of an evaluation of information obtained from the following sources: 1) completed application, 2) unofficial transcripts, 3) faculty recommendation 4) interview, 5) supplemental questionnaire. Please turn all material in together.
- Application Deadline:** Apply by **Wednesday September 18, 2019**
Interviews will be scheduled as applications are received.
Applications are available at the Student Learning Center, SSC 340 or on Handshake.
- Submit to:** Pa Vue, Writing Center Coordinator
Student Learning Center, SSC 340
(530) 898-6839

THIS PROGRAM AND POSITION ARE CONTINGENT UPON FUNDING.

CALIFORNIA STATE UNIVERSITY, CHICO IS AN AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY/AMERICANS WITH DISABILITIES ACT/VETERAN EMPLOYER



INSTRUCTIONS: Please read all instructions prior to submitting the required application materials.

- 1) Print or type in black or blue ink.
- 2) All sections of the application must be completed.
- 3) Applications are evaluated on the basis of the information provided. Failure to provide sufficient information that demonstrates evidence of meeting minimum qualifications will result in disqualification.

GENERAL INFORMATION

Last Name		First Name		Middle Name	
Street Address			City		State Zip
Home Phone	Cell Phone		Work Phone		E-mail Address

In accordance with the Immigration Reform and Control Act of 1986, proof of employment eligibility and identification are required at the time of hire. CSU, Chico is not sponsoring agent for student positions.

Are you currently authorized to work in the United States? Yes No

If you are less than 18 years of age, can you provide required proof of your eligibility to work? Yes No

Please indicate type of position you are applying for: _____

Date available to work: _____ Semester/Year of Graduation _____

Work availability: Mornings Afternoons Evenings Days/Hours: _____

LICENSES / CERTIFICATIONS

Title	Date Issued	Expiration Date	Number

EDUCATION - list highest degree received

Name, City and State of Educational Institution	Course of Study	Diploma / Degree Earned

TRAINING List any special training relevant to the position for which you will be requested to perform.

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EMPLOYMENT HISTORY

Account for past work experience and describe specific duties that are relevant to the position for which you are applying. To allow for accurate review and consideration, your application should provide a complete and detailed description of your work experience. It is to your benefit to be as thorough as possible because this information will be used to determine if you are qualified for this position. You may attach an additional page or refer to a resume only for the duties description.

Employer Name	From (Mo/Yr)	To (Mo/Yr)
Address	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Job Title	Supervisor's Name & Title	Supervisor's Telephone	
Reason for Leaving			
Work Performed			
Employer Name		From (Mo/Yr)	To (Mo/Yr)
Address		May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Title	Supervisor's Name & Title	Supervisor's Telephone	
Reason for Leaving			
Work Performed			

ADDITIONAL INFORMATION Summarize specialized job-related skills and qualifications.

<p>APPLICATION STATEMENT</p> <p>With the submission of this application I understand and commit to the following:</p> <ul style="list-style-type: none"> ● I certify that answers or statements given in this application for employment are true and complete. ● I authorize investigation of all statements contained in this application for employment as necessary in arriving at an employment decision and waive the right to hold CSU, Chico and persons contacted liable. Job-related background checks may be completed before appointment. Your signature on the application is your consent and authorization for CSU, Chico or its authorized agent to conduct a background investigation related to the position for which you are applying. Background investigations may include criminal history, identity check, fingerprinting, or other background checks by law. ● If employed, I understand that any falsification of information on this application, resume, or during interview(s) may be cause for termination. ● I understand that I am required to abide by all rules, regulations, and standards of CSU, Chico . <p><input type="checkbox"/> Signature _____ Date _____</p> <p>Employees with access to confidential employee data in PeopleSoft or any other computerized information system sign a data confidentiality agreement acknowledging that the employee understands requirements for protecting confidential employee data.</p> <p>The most recent CSU, Chico Campus Crime and Security Report is available at http://www.csuchico.edu/up/clery_report.shtml or by contacting CSU, Chico Police Department at 530-898-5555.</p> <p>The University is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status.</p>
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The Writing Center
Student Learning Center | SSC 340 | 530-898-6839
Writing Tutor Application: Supplemental Information
Instructional Support Assistant (ISA) - Unit 11

Name: _____ Student ID: _____

Anticipated Graduation Date: _____ Year in School: _____ Current GPA: _____

Major: _____ Minor: _____

Please answer the following questions by typing them on a separate piece of paper and attaching it to this form.

1. Why are you interested in being the lead writing mentor?
2. You will be doing some tutoring as the lead writing mentor. What previous experience do you have that would help make you a successful writing tutor?
3. Please describe what you see the role of a writing tutor to be.
4. What do you think “good writing” entails or encompasses?
5. You will assist with training as the lead writing mentor. What previous experience, if any, do you have with training?

Student Learning Center
Student Services Center, Room 340
530-898-6839

Faculty Letter of Recommendation for Writing Tutor

Dear Faculty Member:

The Student Learning Center offers all students access to writing tutors. To provide effective service, we are continually seeking qualified tutors. However, before considering a student as a tutor, we require an advanced level of writing skills and knowledge as well as a faculty member's evaluation of the student's qualifications. Please include as much information about this student as you consider necessary. Final consideration will be based upon the student's written application, transcripts, interview and faculty's recommendation. We greatly appreciate your help in evaluating this prospective tutor. Thank you.

STUDENT'S NAME: _____

COURSES TAKEN FROM YOU: _____

How do you rate the student's writing ability?

Excellent _____ Good _____ Adequate _____ Inadequate _____

Do you think this student can clearly explain concepts to others?

Yes _____ No _____ Unknown _____

Do you recommend this student as a tutor?

Yes _____ No _____

If yes, please list additional comments about the student's writing ability:

Print Name: _____

Signature: _____ Date: _____

Position: _____ Phone: _____

Department: _____

Please return this form to: Pa Vue, Writing Center Coordinator, at the Student Learning Center through intercampus mail, Zip 183 (email pnvue@csuchico.edu).
Thank you for your prompt response.