

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE
POSITION AVAILABLE: **WRITING CONSULTANT, PDC STUDENT SUCCESS STUDIO**
WINTER AND SPRING QUARTER, 2018

CLASSIFICATION/JOB TITLE

Instructional Student Assistant (2 positions available)/ Writing Consultant

DEPARTMENT

PDC Student Success Studio

GENERAL DESCRIPTION OF DUTIES

Instructional Student Assistants: Under immediate supervision, the Instructional Student Assistant will assist one or more regular faculty members with various instructional activities in the Student Success Studio. As a Student Success Studio Writing Consultant, the ISA's primary job duty is to work with student writers in one-on-one writing conferences. Other duties include facilitating student success through participating in Studio-sponsored social learning events, assisting with in-class writing activities when requested, conducting campus-wide workshops, and working closely with students, faculty, and staff in many disciplines and with many genres of writing. Writing consultants are expected to contribute to the overall positive and productive culture of the Student Success Studio by maintaining the proper daily records, attending weekly meetings, participating in Studio assessment and growth activities, and engaging in high-impact tutoring and literacy-sponsorship practices.

Classification Standards for Unit 11 Employees: <http://academicpersonnel.csusb.edu/academicStudentEmployees/index.html>

MINIMUM QUALIFICATIONS

- Currently enrolled as an undergraduate or graduate student at CSUSB. Enrollment in classes at PDC is preferred.
- Must maintain academic eligibility throughout employment period (3.0 GPA or higher)
- Must be able to work cooperatively with faculty, staff and other students

Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

TIMEBASE OR HOURS OF APPOINTMENT

5 - 20 hours per week

HIRING CRITERIA

- Must be currently enrolled in CSUSB and remain academically eligible
- Preference given to those who have taken tutor education courses (e.g. ENG 330). Consultants may opt to enroll in ENG 565, a two-unit online tutor education course.
- Provide at least two faculty references
- Meet with the Student Success Studio Interim Coordinator for an interview

APPLICATION PROCEDURES AND DEADLINE

Please submit an application to the Interim Coordinator of the Student Success Studio, in the UCR building, room B204. ISA positions will remain open until filled. To request an application, please email the Interim Coordinator at hansong@csusb.edu.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT

Gina Hanson, hansong@csusb.edu, 78202, or Juan Delgado, jdelgado@csusb.edu, 78205

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.