

SCAA WRITING ASSOCIATE (WA) POSITION DESCRIPTION



The mission of the Student Center for Academic Achievement (SCAA) is to provide CSUEB students with individual and collaborative learning opportunities within an inclusive environment fostering independent growth. The SCAA strives to cultivate adaptability, self-direction, and self-confidence through peer-to-peer support programs. SCAA services help students set achievable goals, develop academic skills, and improve subject comprehension. [More about us](#)

The heart of the SCAA's work is a dedicated staff of peer leaders. The SCAA employs individuals who are interested in helping their peers engage in life-long learning; possess patience and good communication skills; are sensitive to diverse student needs; are reliable, committed, and accountable; are willing to creatively and collaboratively contribute to the advancement of the SCAA; and are interested in being a part of a community that is passionate about student success.

Do you often get asked to review papers by your classmates? Interested in learning about how to help others with their writing? Interested in developing communication skills? Consider applying to be a SCAA Writing Tutor - a versatile position. *Students who are interested in future teaching opportunities often benefit and thrive in this environment.*

Writing Associates (WA) Overview

[Writing Associates](#) are embedded within one course per semester to assist faculty and support student writing. This SCAA program is overseen by Dr. Sara Schupack. The writing tutor joins a class community, attending all class sessions and assisting the faculty in a range of ways, depending on the tutor's strengths and interests and the faculty's preferences. Activities include:

- Meeting with the faculty partner regularly and attending the class throughout the semester.
- With the instructor, establishing your role in the course for the semester, which can include giving written feedback, presenting an in-class workshop, or developing learning materials for students, depending on students' needs throughout the semester.
- Scheduling and providing individual and/or group consultations with students in addressing global and local concerns of a writing assignment.

SCAA Writing Associates commit to two programs: WA and Peer Tutoring

Peer Tutors provide one-on-one tutoring, in-person and virtually, for the SCAA. Writing Tutoring is available as one-time appointments, drop-ins, and as part of the [SCAAlar Appointments Program](#).

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SCAA Writing Associate/Writing Tutor Responsibilities:

- Commit to a minimum of 10 total hours of tutoring availability per week at the SCAA, which involves participating in two writing tutor roles (Peer Tutor, Online Writing Lab Tutor, and/or WA)
- Develop resources (videos, handouts, etc.) according to CSUEB student needs
- Use talents and perspectives to assist in the advancement of the SCAA's presence on campus by participating in marketing and outreach, etc.

Minimum Qualifications*:

Applicants must...

- be available to work in-person in the SCAA (some tutoring does take place on Zoom, depending on organizational needs)
- be enrolled as a sophomore, junior, senior or grad student at CSUEB for the academic year (minimum eligibility for hire is six undergraduate units or four graduate units)
- have availability for consistent working hours and regular meetings for a minimum of 10 hours and a maximum of 20 hours a week
- have a cumulative GPA of at least a 3.0
- have an ability to interact effectively with diverse populations in individual or group settings
- submit a complete application (more details under "Application Procedures")

**Exceptions to minimum eligibility requirements granted at the discretion of the University.*

Additional SCAA Learning Community Expectations:

- Engage in a continuous training process, including, but not limited to:
 - Pre-Semester SCAA Learning Community Meeting/Orientation (all student employees)
 - Writing Tutor Orientation (new tutors)
 - Bi-weekly training sessions (all tutors)
 - Mid-Semester SCAA Learning Community Meeting (all student employees)
 - Regular check-ins with SCAA Coordinators (all tutors)

Compensation and Benefits:

- Tutors are compensated at a rate of \$17.25 /hour
- WAs are paid for all activities outlined in the "Writing Associates (WA) Overview" and "SCAA Writing Associate/Writing Tutor Responsibilities" sections
- Tutors who complete all their SCAA training requirements receive a credential from the [College Reading & Learning Association \(CRLA\) International Tutor Training Program Certification \(ITTPC\)](#)
- Tutors are a part of the SCAA learning community, a group of passionate staff and peer educators, which typically includes several SCAA social activities
- Tutors develop transferable professional skills, including communication, time management, organization, and problem-solving

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Application Procedures:

Please visit the SCAA's "[Work With Us](#)" webpage for more information and the link to the online application. Applications are accepted on a rolling basis; position open until filled.

Please note: Applicants are only contacted if selected for an interview. Selected candidates receive conditional employment offers and submit to background checks as part of recruitment.

Once you apply online, you will receive a confirmation email which includes the link to the faculty recommendation form (required to complete your applicant file).

Please also submit the following additional documents to Dr. Sara Schupack, Coordinator of SCAA Writing Programs, via email (sara.schupack@csueastbay.edu):

- An academic writing sample (6-10 pages) – *not* a creative writing piece
- A copy of an unofficial transcript – CSUEB transcript preferred

As an Equal Opportunity Employer, Cal State East Bay does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran's status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.