

SCAA WRITING TUTOR 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.

Writing Tutor Position Overview

Writing tutors tend to love language and communication. They enjoy helping others and often find themselves being asked by friends and classmates to review their drafts. They need not be expert writers or tutors, but they show a willingness to learn, collaborate, and hone their skills both with their writing and with guiding others through the writing process. Tutoring occurs online and in person, with the additional option of being embedded in one course for one semester. *Students who are interested in future teaching opportunities often benefit and thrive in this environment.*

Writing Tutor Responsibilities:

- Commit to a minimum of 10 total hours of tutoring availability per week at the SCAA
- 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.

Peer Tutoring is available to students as one-time appointments and asynchronous paper review. Additionally, some Writing Tutors may have the option to serve as a SCAA Writing Associate.

[Writing Associates](#) (WAs) are embedded within one course per semester to assist faculty and support student writing. WA work includes the following:

- Meet with the faculty partner regularly and attend the class throughout the semester.
- With the instructor, establish 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.

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- Schedule and provide individual and/or group consultations with students in addressing global and local concerns of a writing assignment.

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, with two or more semesters remaining as a CSUEB student)
- have availability for consistent working hours and regular meetings for 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)
 - Bi-weekly training sessions (all tutors)
 - Mid-Semester SCAA Learning Community Meeting (all student employees)
 - Regular check-ins with SCAA Coordinator (all tutors)

Compensation and Benefits:

- Tutors are compensated at a rate of \$17.86 / hour (starting)
- Tutors are paid for all trainings and activities outlined in the “Writing Tutor Responsibilities” section
- 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

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.

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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.