



## **The Student Center for Academic Achievement (SCAA) WRITING TUTOR APPLICATION**

### **Student Center for Academic Achievement (SCAA) Overview:**

Since 2001, the Student Center for Academic Achievement (SCAA) at California State University, East Bay (CSUEB) has provided tutoring and supplemental academic services for over 2,000 students a year. The heart of SCAA's work is a dedicated staff of peer tutors, online tutors, Supplemental Instruction (SI) Leaders, Writing Associates (WAs), and Receptionists. We are looking for 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 SCAA's development; and are interested in becoming a part of a community that is passionate about student success.

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.

### **Writing Tutor Position Overview**

Do you often get asked to review papers by your classmates? Interested in learning about how to help others with their writing? Interested in pursuing teaching in the future or developing teaching and communication skills? Consider applying to be a SCAA Writing Tutor - a versatile position that allows you to tutor your peers with opportunities to assist students through an online medium and/or be embedded in one course for one semester to support students throughout their writing process.

### **Writing Tutor Responsibilities:**

SCAA Writing Tutors will commit to a minimum of 10 total hours of availability per week tutoring at the SCAA by committing to two of the following programs:

### **Contact Information**

Sara Schupack | [sara.schupack@csueastbay.edu](mailto:sara.schupack@csueastbay.edu) | 510.885.2304

## **Writing Tutor Responsibilities (continued):**

### Peer Tutoring

Peer Tutors provide one-on-one tutoring at the SCAA, located on the Upper Mall of the Library (and/or on Zoom, depending on organizational needs). Please contact Sara Schupack ([sara.schupack@csueastbay.edu](mailto:sara.schupack@csueastbay.edu)) for more information.

- Tutor students individually in drop-in or one-time appointments.
- Fully participate in Orientation, training, and meetings.
- Use talents to assist in SCAA's development and operations in areas such as outreach, training, the eTutoring program, etc.

### Online Writing Lab

OWL Tutors give comments on papers and send them back to students. Please contact June Mertens-Barber at ([june.barber@csueastbay.edu](mailto:june.barber@csueastbay.edu)) for more information.

- Use Microsoft Word to provide comments on papers; Have access to proper technology each semester to review OWL submissions.
- Email papers back to the OWL Coordinator and student within 72 hours.
- Fully participate in Orientation, training, and meetings.

### Writing Associates

Writing Associates are embedded within one course per semester to assist faculty and support student writing. Please contact Sara Schupack ([sara.schupack@csueastbay.edu](mailto:sara.schupack@csueastbay.edu)) for more information.

- Meet with faculty member 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.
- Schedule and provide individual and/or group consultations with students in addressing global and local concerns of a writing assignment.
- Serve as a Peer Tutor for writing at the SCAA by tutoring students individually in appointments.
- Fully participate in Orientation, training, and meetings, including online components such as weekly Discussion Board posts.

## **Requirements:**

- This position is an on-campus position, however, due to COVID and to prevent the spread of the virus, you will temporarily be working remotely

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until further notice. The remote work arrangement is subject to change at any time so please be prepared to work on campus when notified.

- Must be enrolled as a sophomore, junior, senior or grad student at CSUEB for the academic year
- Must have availability for consistent working hours and regular meetings for a maximum of 20 hours a week
- A cumulative GPA of at least a 3.0
- A developing knowledge of tutoring approaches and an awareness of content resource materials
- An ability to interact effectively with diverse populations in individual or group settings
- A completed application (attached) with a brief recommendation by a professor (form provided in application) and an academic writing sample

### **Pay Rates and Other Perks:**

- Tutors are paid \$15.00 an hour
- Tutors are paid for all activities outlined in the “Writing Tutor Responsibilities” section
- Tutors who complete all their training requirements will receive a College Reading & Learning Association (CRLA) Internationally Certified Level One Tutor credential
- Tutors become a part of the SCAA Learning Community, a group of passionate and fun peers, and are invited to several SCAA social activities. Tutors also develop professional skills transferrable to future careers, including communication, organizational, and problem-solving skills.

### **Application Instructions:**

Please fill out this application form completely and attach the following documentation:

- Faculty member recommendation email or letter (see attached form on page 5)
- Academic writing sample (6-10 pages) -- *not* a creative writing piece
- Copy of an unofficial transcript -- if available, CSUEB transcript preferred

Submit your completed application and additional documents to Sara Schupack// [Sara.schupack@csueastbay.edu](mailto:Sara.schupack@csueastbay.edu). You will be contacted if selected for an interview.

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**Student Employment Application for  
The Student Center for Academic Achievement (SCAA)**

Application Position:

Math/Stats Tutor    Writing Tutor    Science Tutor    SI Leader    Receptionist

Name: \_\_\_\_\_ Date \_\_\_\_\_

Preferred Pronoun (He/She/They): \_\_\_\_\_ Ethnicity (optional): \_\_\_\_\_

Multilingual? Yes  No  If Yes, what language(s) do you speak? \_\_\_\_\_

Preferred email: \_\_\_\_\_

Phone number, most accessible: \_\_\_\_\_

Do you receive college work-study funds (FWS)? Yes \_\_\_ No \_\_\_ How much? \_\_\_\_\_

**EDUCATION:**

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Academic Status:  Freshman    Sophomore    Junior    Senior    Graduate

Educational Experience:

| College | Dates Attended | GPA | Degree |
|---------|----------------|-----|--------|
|         |                |     |        |
|         |                |     |        |

Expected Graduation Date (Semester, Year): \_\_\_\_\_

Hours available to work per week: \_\_\_\_\_

Other than class, do you have any other obligations (other on-campus jobs, other off-campus jobs, clubs, etc.)? If so, how many hours is your commitment?

How did you find out about this opportunity?

*This section will be filled out by our staff members if you are invited to an interview:*

Last 4 digits of SS No. \_\_\_\_\_ Net ID \_\_\_\_\_  
US Citizen: Yes  No  If No, does student have a Work Permit? Yes  No

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**Student Employment Application for  
The Student Center for Academic Achievement (SCAA) – Writing Tutor  
Short Answers**

1. Please select all that apply. I am interested in working for:  
 Peer Tutoring       the Online Writing Lab       Writing Associate Program
  
2. Please describe how your work experiences in tutoring and/or other previous experiences will assist you in becoming an effective SCAA Writing Tutor. (150 words or less)
  
  
  
  
  
  
  
  
  
  
3. Please explain why you would like to be a SCAA writing tutor. How do you imagine you will be helping students with writing in this position? (150 words or less)
  
  
  
  
  
  
  
  
  
  
4. How do you approach time-management? How would you apply that approach to working in the SCAA? (150 words or less)

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**Student Employment Application for  
The Student Center for Academic Achievement (SCAA) – Faculty  
Recommendation Letter**

**Faculty Member Recommendation Letter**

To applicants: Please ask your professors either at California State University, East Bay (CSUEB) or another academic institution that you have attended to write a recommendation. **Please allow your recommenders enough time to write a thoughtful narrative of your ability to be a tutor.** This recommendation is a requirement to complete your application. A physical copy of the letter must be included with other materials in your application.

Applicant's Name \_\_\_\_\_ Student NetID \_\_\_\_\_

*Dear Faculty Member:*

*This student has applied for a Writing Tutor position at the Student Center for Academic Achievement (SCAA) and would like to list you as a reference. We are looking for individuals who are passionate, creative, collaborative, patient, excellent communicators, and genuinely interested in engaging with their peers in the learning process. **Please describe your experience with this student and assess the student's potential and/or existing ability to work with students in writing for college courses.** You may write in the space below or attach a document to this form.*

Faculty Name \_\_\_\_\_ Department \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone Number: \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

*After completing this form, please return it to the student so that they may include it in their application.*

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