



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 supporting their peers 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.

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 quarter 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 one or more of the following programs:

Peer Tutoring

Peer Tutors provide one-on-one tutoring at the SCAA, located on the Upper Mall of the Library. Please contact Sara Schupack (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, our eTutoring program, etc.

Contact Information

Sara Schupack | sara.schupack@csueastbay.edu | 510.885.2304

Writing Tutor Responsibilities (continued):

Online Writing Lab

OWL Tutors give comments on papers and send them back to students within 72 hours. Please contact June Mertens-Barber at (june.barber@csueastbay.edu) for more information.

- Use Microsoft Word to provide comments on papers; Have access to proper technology each quarter 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) for more information.

- Meet with faculty member regularly and attend the class throughout the quarter.
- 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 drop-in or one-time appointments.
- Fully participate in Orientation, training, and meetings, including online components such as weekly Discussion Board posts.

Requirements:

- 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

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Pay Rates and Other Perks:

- Tutors are paid \$15.00 an hour, with the opportunity for raises with each academic year you are a writing tutor
- 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. You will be contacted if selected for an interview.

Equal Opportunity Employer

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.

Contact Information

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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: _____

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

Contact Information

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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.

Contact Information

Sara Schupack | sara.schupack@csueastbay.edu | 510.885.2304

Your Name: _____

I am a (Writing/Math/Stats/Science) _____ Tutor

AVAILABILITY FOR _____ (Semester/Year)

PLEASE PUT A “Y” ON HOURS YOU CAN WORK and “C” on those hours you’re in class. For WAs, please indicate WA for all your WA hours only and Y and C for the rest. For OWL Tutors, indicate the number of papers/week you intend to work on.

When you give us your proposed tutoring hours, we will expect you to be available during those times **throughout the semester.**

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-1:00					
1:00-2:00					Summer:
2:00-3:00					Mon-Thu 10-2
3:00-4:00					
4:00-5:00					Semester:
5:00-6:00					Fridays 10-1
Number of OWL papers per week					

The number of hours per week that you would like to work as a <i>Peer Tutor</i> (face to face tutoring)	
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Notes (potential vacations, anticipated absences, other jobs we should be aware of, etc.):

Contact Information

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