English Department Student Positions

The English Department invites applications for our Fall 2017 student positions. If you would like to apply for one or more of these positions, please review and complete a department application form, available on our website:

www.csus.edu/engl/jobs.html

Completed applications and attachments are due to the English Department Office, CLV 103, no later than: **4:00pm, Monday, March 27th, 2017.** The student personnel committee will not consider incomplete applications.

The University sets minimum eligibility requirements for all student employees, which are outlined on the back of this sheet. The department has set additional requirements for each of the positions, which are described in the individual job descriptions. Only students who meet all of these requirements will be eligible. Positions are semester appointments only.

Please Note: Positions are also subject to availability and budget restraints. Per university policy the English department reserves the right to withdraw appointments once extended.

http://www.csus.edu/sswd/SSWD%20Information/services/PoliciesAndProcedures.html

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**1X Tutorial Instructor (ISA):** ENGL 1X Tutors conduct small group tutorials for students in first year composition (ENGL 10/11, 10M/11M, 5, or 5M) and ENGL 20 classes. Tutors prepare and conduct tutorials and attend staff meetings. Tutors of Hybrid 1X lead a 50-minute workshop once per week and oversee writers’ SacCT posts for an additional hour. Tutors conduct one peer observation and are subject to one peer observation as well as end-of-semester course evaluations. Tutors attend a four hour training each semester.

**Eligibility:**
- open to undergraduate and graduate students
- must meet the minimum university requirements for student employment outlined on the back of this sheet
- must have successfully completed ENGL 195A/410A
- must be available to attend pre-semester tutor training and regular staff meetings during the semester

**Pay:** $12.50 per hour for 3 or more hours per week.

**Reappointment:** Students must reapply each semester but can be hired for up to two consecutive semesters.

**109X Tutorial Instructor (ISA):** ENGL 109X Tutors lead writing tutorials for groups of 15 students who are concurrently taking upper-division Writing Intensive courses or pre-Writing Intensive courses (ENGL 109M or 109W). Each week, Tutors lead a 50-minute writers’ group workshop, assign and oversee writers’ SacCT posts for an additional hour, attend a weekly staff meeting, and attend a four-hour Tutor Training each semester. Tutors assign and respond to two self-reflective essays. Tutors conduct one peer observation and are subject to one peer observation as well as end-of-semester course evaluations.

**Eligibility:**
- open to undergraduate and graduate students
- must meet the minimum university requirements for student employment outlined on the back of this sheet with the following exception:
  - undergraduate applicants must have a minimum GPA of 3.0
- must have successfully completed one of the following:
  - ENGL 195A/410A OR
  - General Education Writing Intensive course with a grade of B or higher (undergraduate applicants only) OR
  - graduate-level GWAR (graduate applicants only)
- must be available to attend pre-semester tutor training and regular staff meetings during the semester

**Pay:** $12.50 per hour for 3 or more hours per week.

**Reappointment:** Students must reapply each semester but can be hired for up to two consecutive semesters.

**Graduate Facilitator for Large Lecture Classes (ISA) ENGL 16, 40A & 50A:** Working under the direct supervision of a professor of a large-lecture course to provide instruction support, GFs must have knowledge of the subject matter of the course in which they are assigned and must be able to grade assignments and exams, keep accurate records, and lead review sessions and/or small discussion sections. Other duties may include, but are not limited to, preparing materials for class, holding office hours, and attending lectures and staff meetings. The large-lecture courses for Fall 2017 are ENGL 16 (Dr. Komiyama), 40A (Dr. Zarins), and ENGL 50A (Dr. Sweet).

**Eligibility:**
- open to fully classified graduate students pursuing the MA in English or MA in TESOL
- must meet the minimum university requirements for student employment outlined on the back of this sheet
- GFs for ENGL 50A must also enroll in English 410F, “Internship in Teaching Literature,” which will meet M/W 1:30-2:45.
- GFs for ENGL 50A should contact Prof. Sweet for more information (nsweet@csus.edu).

**Pay:** $12.50 per hour for up to 108 hours*

**Reappointment:** Appointments are made for a specific course each semester, are not transferrable, and are contingent on funding. Students may be required to enroll in English 410F.
Teaching Associate (TA): TA positions offer graduate students experience with teaching first year composition courses. TAs teach one section of ENGL 5 (College Composition) or ENGL 5M (College Composition for Multilingual Students).

Eligibility:
- open to fully classified graduate students pursuing MA in English or MA in TESOL
- must meet the minimum university requirements for student employment outlined at the bottom of this page
- must have successfully completed one of the following:
  - ENGL 220A (to teach ENGL 5)
  - ENGL 215B (to teach ENGL 5M)
- must be available to attend pre-semester training and regular staff meetings
- Priority is given to first, second and third semester TAs

Pay: $627.00 per class section per month, 6 payments per semester.

Reappointment: Students must reapply each semester, but can be hired for up to three consecutive semesters, after which they are only eligible should the need arise. First semester (new) TA’s cannot hold additional positions within the department for that one semester. Students with experience as a Teaching Associate for English 5/5M are also permitted to apply to teach English 20. In order to apply to teach English 20 indicate your desire to do so on your department application and submit a written statement along with your materials.

University Reading & Writing Center Graduate Associate Coordinator (GA): Graduate Associate Coordinators assist in the coordination of the University Reading & Writing Center (CLV 128) under the supervision of the Writing Center Coordinator.

Eligibility:
- open to fully classified graduate students, or undergraduates in the last semester of their senior year who have applied for admission to a graduate program
- must meet the minimum university requirements for student employment outlined at the bottom of this page
- must have successfully completed ENGL 195A/410A
- must be available to attend biweekly staff meetings

Pay: $529 per month for 10 hours per week of work, 5 payments per semester.

Reappointment: Students must reapply each semester but can be hired for up to two consecutive semesters. After two semesters, students can reapply, but preference will be given to new applicants.

University Reading & Writing Center Tutor (ISA): Tutors conduct one-to-one tutorials on reading and writing in the University Reading & Writing Center. Some Tutors also staff the reception desk along with conducting tutorials.

Eligibility:
- open to undergraduate and graduate students
- must meet the minimum university requirements for student employment outlined at the bottom of this page
- must have successfully completed ENGL 195A/410A
- must be available for staff meeting during first week of the semester

Pay: Tutors earn $12.50 per hour for 1-10 hours per week.

Reappointment: Students must reapply each semester but can be hired for up to three consecutive semesters. After three semesters, students can reapply but preference will be given to new applicants.

University Minimum Eligibility Requirements for Student Employment

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th>Graduate Students</th>
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<tbody>
<tr>
<td>Matriculation</td>
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<tr>
<td>• Enrolled in a Sac State degree program (not including Open University).</td>
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<tr>
<td>• Sac State employees are NOT eligible.</td>
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<tr>
<td>• Enrolled in 6-15 units.</td>
<td>• Sac State employees are NOT eligible.</td>
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<tr>
<td>GPA</td>
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<tr>
<td>• Minimum 2.5 GPA</td>
<td>• Minimum 3.0 GPA</td>
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<tr>
<td>○ 2.25 for newly admitted students</td>
<td>○ 2.75 for newly admitted students (TA/GA positions)</td>
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<tr>
<td>○ 2.5 for newly admitted students (ISA positions)</td>
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<tr>
<td>Incomplete Grades</td>
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<td>• Must satisfy any incomplete 'I' grades two weeks prior to the beginning of the semester for which they are hired.</td>
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<tr>
<td>International Students</td>
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<td>• International students must meet certain visa requirements to be eligible to work on campus.</td>
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</table>

To ensure enrollment requirements are met, applicants are advised to enroll during the early registration period. The department will not be allowed to hire students who do not meet all of the above requirements.

*All hours are subject to change based on budget and availability.