English Department & Writing Programs

Student Job Opportunities
Fall 2023

(updated May 12, 2023)

Completed applications are due by 4:00pm, Friday, April 7, 2023 by email to engl-asc@csus.edu. Late or incomplete materials will not be considered.

The University sets minimum eligibility requirements for all student employees, which are outlined at the end of this call. The English Department has additional requirements for each of the positions, which are described in the individual job descriptions. Only students who meet 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.

UNREPRESENTED POSITIONS

Student Clerical Assistant (SCA):

Working as a part of a team under the direct supervision of Prof. Hellen Lee to provide clerical assistance in administrative duties. Applicants must be able to type quickly; perform data entry in MS Excel and Canvas; record and keep accurate records; handle, sort, and file documents, electronically and paper; transcribe handwritten and verbal notes; take accurate and complete notes at meetings; assist with revising and drafting reports and other documents; edit and proofread accurately; and perform other clerical tasks as assigned.

Qualifications include excellent spelling, grammar, and punctuation; ability to maintain strict confidentiality; proficiency in Microsoft Word, Excel, PowerPoint, Canvas, and other standard software (additional training may be provided for the right candidate); careful attention to details; ability to meet deadlines, and ability to work independently, with supervision, and as part of a team. Prior clerical experience preferred, but not required.

Eligibility:
- Open to undergraduate and graduate students
- Must meet the minimum university requirements for student employment outlined at the end of this document

Pay: $19.00 per hour; 5 to 15 hours per week, scheduled around student's courses each semester.*

Reappointment: Must reapply annually.

How to apply: Submit a Department Application, resumé, cover letter, two references (name, relationship, and contact information only), a copy of your unofficial transcripts, and a 5- to 6-page writing sample. Applicants may be required to interview.

*Final determination of time base or weekly hours will be based on program need.
°Position is part of Bargaining Unit 11.

Forms available here: https://www.csus.edu/college/arts-letters/english/employment.html

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REPRESENTED POSITIONS (Unit 11)

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 choose, prepare, and conduct tutorials and attend staff meetings. Tutors assign Canvas modules, respond to student writing, and facilitate online workshops. Tutors attend a mandatory four-hour training each semester and one-hour meetings each week.

Eligibility and Pay:
Please find more information in the attached job description. * °

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

How to apply: Submit both a Department Application (with required attachments) and an ISA University application.

Forms available here: https://www.csus.edu/college/arts-letters/english/employment.html

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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 choose, prepare, and conduct tutorials and attend staff meetings. Tutors assign Canvas modules, respond to student writing, and facilitate online workshops. Tutors attend a mandatory four-hour training each semester and one-hour meetings each week.

Eligibility and Pay:
Please find more information in the attached job description. * °

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

How to apply: Submit both a Department Application (with required attachments) and an ISA University Application.

Forms available here: https://www.csus.edu/college/arts-letters/english/employment.html

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Graduate Facilitator for Large Lecture Classes (ISA) ENGL 40A and ENGL 50A:

Working under the direct supervision of a professor of a large-lecture course to provide instruction support, Graduate Facilitators must have knowledge of the subject matter of the course in which

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°Position is part of Bargaining Unit 11.

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 Spring will be 40A (Introduction to British Literature 1) and 50A (Introduction to American Literature I).

Eligibility and Pay:
Please find more information in the attached job description. * °

Reappointment: Appointments are made for a specific course each semester, are not transferrable, and are contingent on funding.

How to apply: Submit both a Department Application (with required attachments) and an ISA University application.

Forms available here: https://www.csus.edu/college/arts-letters/english/employment.html

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Teaching Associate (TA):

TA positions offer graduate students experience with teaching first-year composition courses. TAs teach one section of ENGL 5 (Accelerated Academic Literacies). TAs receive training and mentoring to support their teaching as they serve as instructors of record for their section of ENGL 5.

Eligibility and Pay:
Base Pay: $3135 per month; Time Base: 0.20; Estimated pay: $627.00 per month. Please find more information in the attached job description. * °

Reappointment: Students must reapply each semester but may be rehired for up to three consecutive semesters, after which they are only eligible should the need arise. First-semester (new) TAs may hold additional positions within the department during their first semester, however, combined appointments may not exceed 8 hours a day or 20 hours a week across all positions held. TAs who hold additional positions must also ensure that those other positions do not conflict with mandatory pre-semester training or staff meetings or with their responsibilities to teach their course.

How to apply: Submit both a Department Application (with required attachments) and an TA/GA University application.

Forms available here: https://www.csus.edu/college/arts-letters/english/employment.html

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University Reading & Writing Center Graduate Associate Coordinator (GA):

Graduate Associate Coordinators assist in the coordination of face-to-face, synchronous, and asynchronous tutoring in the University Reading & Writing Center (CLV 128) under the supervision of the Writing Center Coordinator.

Eligibility and Pay:
Base Pay: $2943.00 per month; Time Base: 0.25; Estimated pay: $735.75 per month. Please find more information in the attached job description. * °

*Final determination of time base or weekly hours will be based on program need.
°Position is part of Bargaining Unit 11.

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

How to apply: Submit both a Department Application (with required attachments) and an TA/GA University application.

Forms available here: https://www.csus.edu/college/arts-letters/english/employment.html

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University Reading & Writing Center Tutor (ISA):

Tutors conduct one-to-one, face-to-face, synchronous, and asynchronous online tutoring on reading and writing the University Reading & Writing Center (CLV 128).

Eligibility and Pay:
Please find more information in the attached job description. * °

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

How to apply: Submit both a Department Application (with required attachments) and an ISA University application.

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University Minimum Eligibility Requirements for Student Employment

	Undergraduate Students	Graduate Students
Matriculation	• Enrolled in a Sac State degree program (not including Open University). • Sac State employees are not eligible.	• Enrolled in a Sac State degree program (not including Open University). • Sac State employees are not eligible.
Enrollment	• Enrolled in 6-15 units.	• Enrolled in 4-12 units, or • Enrolled in a culminating experience course (ENGL 500, 500C, or 598T), or paid fees for continuous enrollment (ENGL 599).
GPA	• Minimum 2.5 GPA ○ 2.25 for newly admitted students	• Minimum 3.0 GPA ○ 2.75 for newly admitted students (TA/GA positions) ○ 2.5 for newly admitted students (ISA

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		positions)
Incomplete Grades	• Must satisfy any incomplete 'I' grades two weeks prior to the beginning of the semester for which they are hired.	• Must satisfy any incomplete 'I' grades two weeks prior to the beginning of the semester for which they are hired.
International Students	• International students must meet certain visa requirements to be eligible to work on campus.	• International students must meet certain visa requirements to be eligible to work on campus.

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 the above requirements.

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