Department of English
Application for Student Employment
Spring 2027

Submit this completed form and unofficial transcripts through CHRS PageUp by **Monday, November 30**. Incomplete or late applications will not be forwarded for consideration. Use your Sac State email. Complete this form in the desktop version of Microsoft Word (Windows or Mac). It will not work correctly in Google Docs, Apple Pages, or Word online. Sac State students can install Word for free with their Sac State login; see IRT's Microsoft 365 page for instructions.

A returning applicant is one who held this exact position in the immediately preceding semester. Returning applicants need only submit this form and current transcripts; no letter of recommendation is required.

Section I: Applicant Information

Applicant Name:		Student ID:	
Sac State Email:		Phone:	
Major:		Minor:	
Class Level:		Expected Graduation:	

Section II: Positions Applied For

Number each position by order of preference (1 = first choice). For ISA tutor positions, indicate your preferred hours per week. *Priority is given to first, second, and third semester TAs.

Pref.	Position	Type	New / Returning	Hrs/wk
–	1X Tutorial Instructor (not available Spring 2027)	ISA	–	–
	109X Tutorial Instructor	ISA	☐ New ☐ Returning	
	*Teaching Associate for ENGL 5	TA	☐ New ☐ Returning	N/A
	Reading & Writing Center Graduate Associate	GA	☐ New ☐ Returning	10
	University Reading & Writing Center Tutor	ISA	☐ New ☐ Returning	
	Graduate Facilitator for large lecture classes	ISA	☐ New ☐ Returning	

Section III: Eligibility

Enter your planned unit load for Spring 2027 and your current GPA. You are responsible for confirming you meet the minimum GPA for your level before submitting.

	Planned units, Spring 2027	Minimum GPA required	Your planned units	Your current GPA
Undergraduate	6–15	2.50		
Graduate	4–12	3.00 (2.75 if newly admitted)		

Graduate students enrolling in ENGL 500, 598T, or Continuous Enrollment to meet unit requirements must do so by published deadlines.

Section IV: Qualifications

Complete all subsections. Answer boxes expand as you type.

Required Coursework

Check all that apply, and write the semester for completed coursework.

Course	Currently enrolled	Completed	Semester
Writing Center positions (GA, Tutor ISA)			
ENGL 195A Writing Center Internship	☐	☐	
ENGL 410A Writing Programs Internship	☐	☐	
Teaching Associate (TA)			
ENGL 220A Teaching College Composition	☐	☐	
ENGL 215B ESL Writing/Composition	☐	☐	

List any other relevant coursework in writing, rhetoric, composition, linguistics, or TESOL:

Prior and Current Writing Center or Tutoring Experience

List any tutoring, writing center, or embedded tutor roles. Include institution, role, and dates. If currently employed at the URWC, list that first.

Teaching Experience

List any teaching, instructional assistant, or classroom support roles. Include institution, role, and dates.

Other Relevant Experience

List any other experience relevant to this application, such as office work, technology, peer support, or advising.

Languages

Do you have speaking, writing, or reading competence in languages other than English? ☐ Yes ☐ No

If yes, describe:

Current Student Employment

Are you currently working in any other student employment position at CSUS? ☐ Yes ☐ No

If yes, list the department/role and hours per week:

Students may not exceed 20 hours per week of total student employment during fall and spring semesters.

Section V: Statement of Purpose

Complete a statement for each position you are applying for and leave the others blank. Statements should be 300–400 words each. Answer boxes expand as you type.

Reading & Writing Center Graduate Associate (GA)

Explain your interest in the Graduate Associate Coordinator role specifically. Address: your experience with or knowledge of the URWC, relevant coursework or training in writing center pedagogy or professional writing, and how this position fits your graduate academic goals.

University Reading & Writing Center Tutor (ISA)

Explain your interest in tutoring at the URWC. Address: any prior writing center or tutoring experience, your approach to working one-on-one with writers, and what you would bring to a diverse student population.

Teaching Associate for ENGL 5 (TA)

Explain your interest in teaching ENGL 5. Address: relevant coursework (especially ENGL 220A or 215B), any prior teaching or instructional experience, and your approach to supporting students in an accelerated academic literacies course.

109X Tutorial Instructor (ISA)

Explain your interest in the 109X Tutorial Instructor position. Address: your experience with writing instruction or peer tutoring, relevant coursework, and your approach to supporting students in Writing Intensive courses.

Graduate Facilitator for Large Lecture Classes (ISA)

Explain your interest in the Graduate Facilitator position. Address: any prior experience supporting large courses, your organizational and communication skills, and relevant coursework or professional background.

Section VI: Letter of recommendation (new applicants only)

☐ One letter of recommendation

Please have the recommender send the letter to jheather@csus.edu. The letter must explicitly state your name and the position(s) for which you are applying in order to be accepted.

Section VII: Required Attachments

Upload the following with your application in CHRS PageUp:

☐ This completed application form

☐ Unofficial transcripts for all college coursework completed (one set per institution)