

English & Writing Programs

Student Positions

Fall 2019

Completed applications are due by **4:30pm, Friday April 5th, 2019** in Calaveras Hall room 102. Late or incomplete materials will not be considered.

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.

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: \$13.50 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. After two semesters, students can reapply, but preference will be given to new applicants.

How to apply: Submit both a Department Application and an ISA Campus application, as well as a copy of your unofficial transcripts (available through your student center).

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 GEAR (graduate applicants only)
- must be available to attend pre-semester tutor training and regular staff meetings during the semester
- familiarity with the basic function of the Canvas learning management system. (New Fall 2018)

Pay: \$13.50 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. After two semesters, students can reapply, but preference will be given to new applicants.

How to apply: Submit both a Department Application and an ISA Campus application, as well as a copy of your unofficial transcripts (available through your student center).

GWAR Student Assistant (SA): Position duties include leading information and preparation workshops for undergraduate students registered for the Writing Placement for Juniors (WPJ), graduate students registered for the Writing Placement for Graduates (WPG), and English 20 students preparing for the WPJ or English 109M/W

Eligibility:

- Open to all students who have successfully completed the WPJ or the WPG.
- Must have completed their Writing Intensive coursework.
- Must have knowledge of writing processes.

Pay: \$16.00 per hour. Approximately 20-30 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.

How to apply: Submit a cover letter and resume to the Writing Programs Office, CLV 101 or email Angela Arnold at angelag@csus.edu.

Directed Self-Placement Summer Fellow (SA/BSA): DSP Fellow will organize information for and attend all first-time freshman orientation lunch table event. The fellow will also be responsible for reviewing DSP data at the end of each week and organizing data into usable information for advising first-time freshman in placement decision. Fellow attends a two-hour training.

Eligibility:

- open to graduate students
- must meet the minimum university requirements for student employment outlined on the back of this sheet
- must be available to attend pre-semester tutor training and regular staff meetings during the semester

Pay: \$13.00 per hour for 3 or more hours per week.

Reappointment: Students must reapply each summer

How to apply: Submit a Department Application, a current resume, and a copy of your unofficial transcripts (available through your student center).

First-Year Writing Fellows: English 10/11 or English 5 (ISA): Under the guidance of an instructor, First-Year Writing Fellows mentor students in first year composition courses by attending some English 10/10M or 5 classes to model academic etiquette, peer workshopping, and participation in large and small discussion groups. As the semester progresses, instructors will assign students to individual tutoring sessions with the course's Writing Fellow. Fellows should have strong organizational skills to schedule tutoring sessions and should be comfortable communicating with students electronically and in-class. Previous Fellows have exhibited the following characteristics: creativity, altruism, open-mindedness, and confidence. This position pays \$13.50 an hour, and Fellows will work up to 8 hours per week.

Eligibility:

- Open to all undergraduates who have successfully completed English 20 or students who have completed 10/11M, 10/11M, or English 5/5M with a teacher recommendation
- must have successfully completed English 195A
- must have at least one semester of tutoring experience
- must be available to attend pre-semester retreat and as needed meetings

Pay: \$13.50 per hour*

How to apply:

- Submit the University ISA Application
- must submit a reflective essay that demonstrates the Fellow's leadership, maturity, and willingness to work with others

First-Year Writing Fellows Internship: First-Year Writing Fellows are assigned to an ENGL 10/10M or 5 faculty/course to support students' academic literacy practices in the classroom. The Writing Fellow will conduct small group or one-on-one tutorials for students in the assigned class and the Writing Center, attend class, facilitate in-class workshops, and meet regularly with the First-Year Writing Fellows Coordinator.

Eligibility:

- Open to all undergraduates who have successfully completed English 10/11M, 10/11M, or English 5/5M with a B or higher.
- Must enroll in 195A, a 3-unit course designed to train and mentor tutors Fall 2019.
- Must be available to attend pre-semester retreat and as needed meetings with Writing Program Coordinators.

Pay: As part of the requirements of ENGL 195A, this is an unpaid internship under the guidance of the instructor.

Reappointment: As part of ENGL 195A, successful completion of the internship serves as one semester of tutor experience/training, an eligibility requirement for a paid embedded tutor application in subsequent semesters.

How to apply: Submit both a "Peer Tutor Internship" application and a reflective essay that demonstrates the tutors leadership, maturity, and willingness to work with others.

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 2019 are 16 (Structure of English), 40A (Intro. To British Lit.), and 50A (Intro. To American Lit.).

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

Pay: \$13.50 per hour up to 80 hours for the semester*

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.

How to apply: Submit both a Department Application and an ISA Campus application, as well as a copy of your unofficial transcripts (available through your student center).

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 the 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
- Applicants who are selected for interviews for TA positions will be contacted and required to submit a syllabus

for English 5 or 5M and other teaching materials in advance of their interview

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 can now hold additional positions within the department their first semester. They must however ensure that they not go over 8 hours a day or 20 hours a week across all positions held.

How to apply: Submit both a Department Application and a TA/GA Campus application, as well as a copy of your unofficial transcripts (available through your student center).

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: \$561 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.

How to apply: Submit both a Department Application and an TA/GA Campus application, as well as a copy of your unofficial transcripts (available through your student center).

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 **\$13.50** 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.

How to apply: Submit both a Department Application and an ISA Campus application, as well as a copy of your unofficial transcripts (available through your student center).

Facilitator for ENGL 140C (ISA): Working under the direct supervision of Dr. Yen to provide instruction support. Applicants' CSUS academic record will be reviewed for evidence of success in English courses. Applicants' resume and application letter should indicate qualifications and, where applicable, knowledge of the subject matter (English Renaissance Literature). Applicants must be able to assist with assignments and exams, keeping accurate records, and leading class discussions. Other duties may include, but are not limited to, preparing materials for class, holding office hours, and attending lectures and meetings.

Eligibility:

- open to undergraduate and graduate students
- must meet the minimum university requirements for student employment outlined at the bottom of this page

Pay: **\$13.50** per hour *

Reappointment: Students must reapply each semester.

How to apply: Submit an ISA Campus application, application letter, resume, two references (name, relationship and contract information only) as well as a copy of your unofficial transcripts (available through your student center).

Dr. Lee - Student Assistant (SA): Working under the direct supervision of Dr. Hellen Lee to provide clerical assistance in instruction, administrative, and research. Please note: this is not an instructional position; this is clerical position that assists and supports the Professor with her instructional, administrative, and research activities. Applicants must be able to assist with typing and word processing; data entry; recording and keeping accurate records; handling, sorting, and filing of documents; transcription of handwritten and verbal notes; note-taking at meetings; preparing materials for class; revising and drafting of reports and other documents editing and proofreading, and other duties as assigned. Qualifications include excellent spelling, grammar, and punctuation; ability to maintain 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.

Eligibility:

- open to undergraduate and graduate students
- must meet the minimum university requirements for student employment outlined at the bottom of this page

Pay: **\$13.50** per hour *

Reappointment: Students must reapply annually.

How to apply: Resume, cover letter, two references (name, relationship and contract information only) as well as a copy of your unofficial transcripts (available through your student center).

Dr. Laflen - Student Assistant (SA): Working under the direct supervision of Dr. Angela Laflen to provide research assistance. Please note: this is not an instructional position; this is a research assistant position that supports the Professor with her research activities. Assistants will read and analyze graphic narratives provided by the Professor, conduct research on the narratives, and write articles to be included in the Graphic Narrative Database. Assistants will receive publication credit for the articles they write. Qualifications include being able to read texts closely, conduct research thoroughly using library databases, write grammatically correct articles, meet deadlines, work independently and other duties as assigned.

Eligibility:

- open to undergraduate and graduate students
- must meet the minimum university requirements for student employment outlined at the bottom of this page

Pay: **\$13.00** per hour *

Reappointment: Students must reapply annually.

How to apply: Resume, cover letter, two references (name, relationship and contract information only) as well as a copy of your unofficial transcripts (available through your student center).

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 o 2.25 for newly admitted students	Minimum 3.0 GPA o 2.75 for newly admitted students (TA/GA positions) o 2.5 for newly admitted students (ISA 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 all of the above requirements.

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