

WRITING LAB TUTOR JOB DESCRIPTION

Learning Resource Center-Writing Programs
Bayramian Hall 408

Writing Tutors are undergraduate and graduate students from all University disciplines. They primarily provide help to students enrolled in 113, 114, and 115, in AAS, CAS, English and PAS, as well as students enrolled in University 100, Freshman Seminar. Experienced tutors may be called on to work with students enrolled in other courses.

Duties

Under general supervision, tutors work with individuals and small groups

- Review writing assignments
- Go over writing strategies for essays and research papers
- Help students develop a variety of study strategies
- Attend regularly scheduled staff meetings

Required Personal Qualifications

- Love of writing and strong writing skills
- Articulate
- Effective interpersonal communication skills
- Ability and willingness to work with students from diverse cultural backgrounds and levels of academic preparation
- Basic computer familiarity

Prerequisites to Employment

- Enrollment at CSUN (minimum 6 units)
- Completion of freshman composition or its equivalent (B or better)
- Available for regularly scheduled Friday meetings (mandatory)

Benefits

- Excellent experience/training for those entering the teaching or writing profession
- Participation in a valuable student-centered program
- A collegial, supportive work atmosphere
- Salary: Based on experience

To apply contact Dr. Anne Kellenberger, LRC Writing Coordinator, for an application and interview:

Learning Resource Center
Bayramian Hall 408
Email: anne.kellenberger@csun.edu
Phone: (818) 677-2033

EMPLOYMENT APPLICATION

Learning Resource Center-Writing Programs: Writing Lab Tutor
Bayramian Hall 408

DATE APPLIED _____	
NAME _____	STUDENT ID _____
EMAIL _____	
PERMANENT ADDRESS _____	LOCAL ADDRESS _____
CITY STATE _____ ZIP _____	CITY/STATE _____ ZIP _____
PHONE _____	CELL PHONE _____

ACADEMIC INFORMATION	MAJOR _____	EXPECTED GRADUATION DATE _____
	CUMULATIVE GPA _____	CLASS STANDING _____
	List the most recent courses — other than English courses — in which you had significant amount of writing and indicate the grade you earned.	
	COURSE	GRADE
	_____	_____
	_____	_____
	_____	_____
	_____	_____

EXPERIENCE	Check off the areas in which you have had experience:	
	<input type="checkbox"/> Tutoring Location(s) _____	<input type="checkbox"/> Classroom Teaching Location(s) _____
	<input type="checkbox"/> ESL students	<input type="checkbox"/> Hearing Impaired Students
	<input type="checkbox"/> Computers	<input type="checkbox"/> Holistic Reading/Scoring
	<input type="checkbox"/> Learning Disabled	<input type="checkbox"/> Other

REFERENCES	List three academic references. (Use the attached recommendation forms for your formal references)	
	NAME/TITLE	ADDRESS/DEPARTMENT
	_____	_____
	_____	_____
	_____	_____

In the space below, briefly explain why you think you would make an effective tutor/consultant:

WRITING LAB TUTOR RECOMMENDATION



Learning Resource Center-Writing Programs
Bayramian Hall 408

The student named below has applied for a position as a writing lab tutor. Learning Resource Center tutors are committed to helping students become better writers, critical thinkers and communicators by providing face-to-face tutorials, reference materials and links to Web writing resources. Please complete this form and return it directly to the Learning Resource Center, mail drop 8325. Thank you.

Today's Date _____

Student's name _____

Recommender's name _____

Courses this student has taken from you:

COURSE	SEMESTER	FINAL GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Evaluation of student's WRITING ability:

Excellent Good Fair Poor

Evaluation of student's COMMUNICATION ability:

Excellent Good Fair Poor

Additional Comments:

Recommender's Signature

Title & Department

Date

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