



## Writing, Reading, & Study Skills (WRSS) Tutor

### Summary:

WRSS Tutors are responsible for providing support services to undergraduate students at San Francisco State University (SF State) through tutorial sessions, in-class workshops, and extensive cooperative classroom support through CARP's Fellowship program.

Preference will be given to students who can work limited training hours in April and May 2018 to prepare for full tutoring availability in Summer and/or Fall 2018.

Starting pay rate is \$15.25 per hour.

### Job Description:

- Provide tutorial support services for SF State students seeking assistance with writing, reading, and study skills, including students enrolled in courses that fulfill the Graduation Writing Assessment Requirement (GWAR).
- Develop and present 45, 60, and 90 minute interactive study skills workshops for students enrolled in GWAR and non-GWAR courses, both in the classroom and at CARP.
- Participate in CARP's GWAR Writing Fellowship Program, which places WRSS Tutors in a GWAR Course for the entirety of a semester. GWAR writing fellows responsibilities include, but are not limited to: taking notes on class materials, participating in discussions pertaining to the writing process, facilitating group breakout sessions when they pertain to the writing process, and maintaining a written log of the assignments and lectures focused on writing so that other WRSS tutors may remain informed on the class' progress should students from the GWAR Fellowship seek tutoring at CARP.
- Create academic handouts that focus on various elements of the writing process, grammatical concepts, study skills, and professional development.
- Present in-class information sessions that inform students about CARP's services, basic policies, and how they can receive tutoring.
- Participate in on-going training and interactive analysis of college composition pedagogy.

### Qualifications:

All applicants must:

- Be an SF State undergraduate student enrolled in at least 6 units or be an SF State graduate student enrolled in at least 4 units. Preference given to students who have passed a GWAR course with a grade of **B** or better.

- Must be able to contribute to the WRSS Unit's development and presentation of workshops, information sessions, and other supplemental academic support services, as requested by the WRSS Unit Coordinators, and CARP's Senior and Associate Program Coordinators.
- Be patient and have a strong desire to help students achieve their goals.
- Be motivated to learn new skills (e.g. tutoring approaches, public speaking techniques, and discipline-specific writing styles).
- Possess the ability to work with students in a one-on-one setting, as well as the ability to speak in front of groups and present academic workshops.
- Demonstrate a strong understanding of the writing process.
- Possess strong time management and stress management skills, including the ability to balance the demands of employment with academic pursuits.
- Be able to keep accurate session records which concisely summarize session activities and convey details such as time and course numbers.
- Understand the importance of confidentiality regarding the students who seek academic support at CARP.
- Have and maintain a minimum overall SF State GPA of 3.0 and a 3.0 in the major discipline.

Direct experience providing academic support services to first-generation students, and students from multicultural and low-income communities is preferred. Experience working in an office environment is also beneficial.

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### **Application Instructions:**

In order to apply, please submit the following:

- A professionally formatted cover letter outlining skills and past experiences relevant to your application to CARP.
- A professionally formatted resume relevant to the WRSS Tutor position.
- Unofficial transcripts for your entire college education.
- 2 writing samples from argumentative/analytical essays no longer than 10 pages each.
- A completed "Availability Form" (available on CARP's website) that indicates the hours you are available to work during CARP's hours of operation.
  - Availability Requirements:
    - *Summer Session:* **Minimum 20 hours/week**
      - Monday-Thursday: 10 AM - 3 PM
      - Friday: 10AM-2PM
    - *Fall and Spring Semesters:* **Minimum 15 hours/week**
      - Minimum 12 hours/week → Monday-Thursday: 4 PM – 8 PM, Friday 11 AM – 2 PM
      - Minimum 3 hours/week → Monday-Thursday: 9 AM – 4 PM, Friday: 9 AM – 11 AM
- Applicants who meet the eligibility and availability requirements are considered for employment **only** in the semester in which they are hired.

**NOTE:** Due to CARP's current staffing needs, preference will be given to students who can work limited training hours in April and May 2018 to prepare for full tutoring availability in Summer and/or Fall 2018. Please complete availability forms for the Spring 2018 semester and your intended starting semester, Summer or Fall 2018.

Please submit your application to [carp.wrss@gmail.com](mailto:carp.wrss@gmail.com) or in person at HSS 346. Please submit all materials as separate documents in either PDF or Word format, and address your materials to Austin.

If you have any questions, please contact:

Austin Lim

Writing, Reading, and Study Skills Coordinator

Campus Academic Resource Program

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CARP