POSITION INFORMATION

**Position:** Graduate Writing Consultant, Graduate Resource Center (Instructional Student Assistant)

**Job ID:** 31453

**Number of Openings:** 3

**Days/Hours and Duration of Job:** 20 hours per week. Some evening hours required.

**Wage/Salary:** $15 per hour

**Employment Start Date:** Fall Semester 2016, with the intention of continuing through Spring Semester 2017. Reappointments each semester are made pending fiscal consideration and performance appraisal.

**Job Description:** Working under the general supervision the Dean of Graduate Studies and the Coordinator of the Graduate Resource Center (GRC), Writing Consultants will assist graduate students in tackling the many unique challenges of researching, organizing, writing, and submitting professional papers, journal articles, and culminating projects; assist graduate students with improving and enhancing their English language writing skills; work one-on-one and in small groups with Cal State LA graduate students; develop and deliver workshops, presentations, and seminars; attend scheduled writing consultant meetings and training sessions; work with graduate students in a collaborative, interactive, supportive manner to enable them to do their own work; teach appropriate strategies for organizing and presenting information for an academic and/or professional audience; make appropriate referrals to campus services and outside resources, such as for content editing and copy editing; help publicize and recruit graduate students to the GRC; answer telephones and assist students with scheduling writing consultation appointments and checking in for walk-in consultations; consult with the GRC Coordinator as necessary when problems or issues arise; maintain designated office hours to provide direct individual contact between student and Writing Consultant; perform clerical or other routine tasks for the Graduate Resource Center or the Office of Graduate Studies as needed.

The Writing Consultant will not act as a content editor, copy editor, or proofreader for the student; however, appropriate referrals to other resources will be made as needed.

**Qualifications:** Applicant must be a degree-seeking graduate student; have attended Cal State LA for at least one quarter prior to applying for this position; be enrolled in courses towards the completion of the degree during the appointment period; be enrolled in a
minimum of 4 units as a graduate at Cal State LA the quarter hired and every quarter employed thereafter and maintain minimum 3.00 overall Cal State LA grade point average; have selected the completion of a dissertation, thesis, or project for the graduate degree. Applicant must be able to relate well to others within an academic environment and demonstrate ability and/or interest in working in a multiethnic and multicultural environment; be open-minded, flexible, and adaptable to change, with a nonjudgmental attitude; be able to communicate effectively through written and oral means; be comfortable with public speaking; be willing and committed to helping others; be able to work under pressure and appropriately handle difficult situations; be a self-starter who is proactive and can work independently; have an eye for detail and ability to multitask; have strong computer skills, including familiarity with software programs that are part of the Microsoft Office suite. Applicant must display an ease and comfort in working with students from all graduate programs within the University. Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

PREFERRED QUALIFICATIONS: Have experience in editing, teaching, tutoring, and/or student affairs; have knowledge of the academic publishing process; have knowledge of the Cal State LA thesis and dissertation submission process; be faculty recommended.

Application Instructions: Submit Student Employment application to Career Development Center. Also submit paper copies of the following materials to the Graduate Resource Center in Library North A124: Student Employment application; cover letter; curriculum vita or résumé; five-page academic writing sample; and GET print-out verifying enrollment in a graduate degree program. Incomplete applications will not be considered.

POSTING INFORMATION

Job Category: Tutoring

Position Type: Student Assistant