August 3, 2021

Writing Support Assistant, UAS 1074
Chemistry and Biochemistry

Salary Range: $15.00/hourly

Work Schedule. This is a part-time position: Monday – Friday 9:00 a.m. – 5:00 p.m.; non-exempt position. This position is not eligible for benefits. This appointment will expire 3 months from the date of hire.

Position Overview:
The primary function of a Writing Support Assistant is to assist and support the Writing Support Supervisor. Under the general supervision of the MORE Programs Writing Support Supervisor who provides assistantship to 80 MORE Program participants, the writing support assistant’s major functions include assisting the MORE Programs Writing Support Supervisor in writing workshops and other clerical duties.

Essential Functions:
• Maintain accurate log on students including attendance, test scores and submitted assignments.
• Helps maintain and develop the services of the Writing Center, including work related to tutorial handouts and publicizing the Center.
• Corrects and edits student submissions for revision purposes
• Creates and maintains workshop blogs using BLOGGER
• Responds to online submissions of student assignments and addresses grammar and syntax problems.
• Corresponds with students via email, schedules, and cancels writing appointments for Center Supervisor.
• Uses POWERPOINT to edit and illustrate workshop lectures, in accordance to supervisor’s instructions.
• Indicate the approximate amount of working time spent on each major duty using percentages.
• Clerical - maintains records of student attendance and assignments
• Administrative- provides assistantship with Writing Center services, schedules appointments
• Teaching Assistant - responds to student writing and questions

Requirements:
• Undergraduate or graduate student with excellent writing skills as demonstrated by success in writing intensive course work.
• Assistant must have sufficient proficiency with communications software (such as MS Word, Excel and PowerPoint) to examine and complete forms on these platforms.
• Writing skills include good use of grammar syntax and vocabulary and, of course, legible writing and accurate spelling.
• The Writing Support Assistant must have excellent communication skills including the ability to interact well with students of all skill levels, professional staff, and MORE Programs faculty and administrators

The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on August 6, 2021 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications/resumes are received. A cover letter and resume are required.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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