TRIO/DSSS Writing Tutors, #UAS 1414 (2 positions available)
Office of Students with Disabilities and Disabled Student Support Services

Salary: $9.00 - $15.00/hour

Work Schedule: Part-time, Monday – Friday; hours to be arranged; non-exempt classification. Appointment expires on/before August 31, 2015, subject to renewal of grant funding and mutual satisfaction. Must be a student at CSULA to apply; unofficial transcripts must be submitted with application.

Essential Job Functions: Under general supervision of the TRiO Academic Coordinator, the incumbent will tutor students on writing mechanics and information research skills. The incumbent will report on the progress of students under their tutelage; advise students on ways to improve their writing and teach students how to obtain current research for their writing topics; provide writing tutorial assistance to students in preparing academic papers, employing an extensive knowledge of the writing process, English grammar rules, punctuation and a general familiarity with MLA/APA formats; and other duties as assigned.

Required Qualifications and Experience: A minimum of junior standing at the university; transcripts must be submitted with application. Incumbent must have a sound knowledge of English grammar, punctuation and syntax and have the ability to teach students with disabilities using a variety of learning approaches if needed; familiar with APA and MLA formatting styles and intermediate knowledge of Microsoft Word is also required; and must be able to demonstrate oral and written communication skills and take a required editing test. Fingerprints will be taken and checked by the California Department of Justice and the FBI.

http://www.calstatela.edu/univ/uas/doc/forms/humanresources/student_application.pdf

Review of applications/resumes will begin on July 23, 2014 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed Student Employment Application is required along with attachments noted above.

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

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. UAS is an Affirmative Action/Equal Opportunity Employer