Tutor
Application Packet

Writer's Resource Lab
Department of English
California State University, Long Beach

To the applicant: Read all of the attached materials and submit your completed application form and writing samples to Todd Fox, Director, Writer's Resource Lab, in LAB-206 (his department mailbox is in MHB-413).

You will be contacted by phone or email to arrange an interview.

Questions concerning the application process can be addressed to Todd Fox at (562) 985-8516 or by email at tfox@csulb.edu.

Applications due May 31, 2011.

✍ Tutoring in the Writer's Resource Lab ✍

Who the Tutors Are

Tutors in the Writer's Resource Lab (WRL) are CSULB undergraduate and graduate students interested in helping other students become better writers. Most are preparing for careers teaching writing at the high school, community college, or university level, and some tutor and teach writing simultaneously. All the tutors share two qualities: excellent writing skills and the desire to help others. Many people become tutors because they have studied rhetoric and composition theory and want to learn how to put their knowledge to effective use; others are simply good writers who want to begin exploring the theory and practice of teaching writing via individualized conferencing.

What the Tutors Do

The Writer's Resource Lab (WRL) is CSULB's writing center. Its central mission is twofold: 1) to provide individualized writing instruction to CSULB students and 2) to create learning environment for outstanding CSULB students who wish to gain valuable experience in the teaching of writing.

As an integral part of across-the-curriculum writing instruction on this campus, the WRL exists to help students become more effective and independent writers. The WRL's philosophy is that the act of writing effectively is a process (i.e., a continuous act of thinking, drafting, revising, rewriting, and editing). Using this concept as a foundation, some of the broad range of tasks a tutor might help a student with include selecting a topic, generating ideas, developing/revising working drafts, dealing with issues of style, and acquiring proofreading and editing skills. The WRL is an instructional program; WRL staff *do not* edit, proofread, or co-author students' papers, nor do they dictate content or predict what sort of grade an assignment might earn.

What Tutors Gain

The benefits tutors gain by working in the WRL are many. High schools, community colleges, and universities prefer to hire teachers who have experience; tutoring in the WRL provides the opportunity to work with real writers in real situations and thus turn theory into practice. Additionally, tutors develop the ability to read a student's work, analyze its strengths and weaknesses, and create a plan to help the student improve his or her writing. Tutors learn how to discuss writing with other writers, and they gain valuable insight into what works and what does not. The end result is that tutors become better teachers of writing and better writers themselves.

All WRL tutors participate in ongoing professional development through required coursework, staff meetings, and workshops.

Becoming A Tutor

Applications for paid tutor positions are accepted and interviews are conducted toward the end of each semester. Prior to (or concurrent with) their first semester of tutoring, all new tutors are required to take English 497: Theory and Practice of Tutorial Instruction in English Composition. For information about the WRL or English 497, contact Professor Todd Fox, Writer's Resource Lab Director, at (562) 985-8516 or by email at tfox@csulb.edu.

*Are you an excellent writer? Do you enjoy working with
other students? Would you like an on-campus job that will
make you better prepared for almost any career?*

If so, you should know that. . .

The Writer's Resource Lab
is hiring tutors for the Fall 2011 semester.

Job Description
Tutors in the Writer's Resource Lab program provide individualized instruction in the writing process to CSULB students. Work assignments may vary among individual and group tutoring in the Writer's Resource Lab, in-class tutoring, and presenting or facilitating writing workshops.

Required Qualifications
- √ Strong writing skills.
- √ Good interpersonal communication skills.
- √ Ability and willingness to work with students from diverse cultural backgrounds and levels of academic preparation.
- √ Basic computer familiarity (especially word processing & email), and a willingness to learn more.
- √ Previous work experience preferably in a position requiring customer service.

Note: undergraduates and graduate students *in all disciplines* are encouraged to apply for tutoring positions in the Writer's Resource Lab; you need not be an English major to apply!

Prerequisites to Employment
- √ Enrollment at CSULB in a minimum of 6 undergraduate or graduate units.
- √ Completion of, or concurrent enrollment in English 497: Theory and Practice of Tutorial Instruction in Composition.
- √ Participation in new tutor pre-semester training (paid) during the summer (approx. 6 hours the week before classes start).
- √ A passing score on the University Writing Proficiency Exam (WPE).
- √ Must be available to work a minimum of 10 hours per week.
- √ Attendance at monthly staff meetings on Friday afternoons.

Benefits
- √ Excellent experience and training for almost any career.
- √ Participation in a valuable student-centered program.
- √ Salary: $11.00 per hour to start (approximately 10-20 hours per week).

To Apply
Complete a Writer's Resource Lab application (available on line at http://www.csulb.edu/colleges/cla/departments/english/docs/EmploymentApplication.pdf or in person at the WRL in LAB-206), and return it to Todd Fox, Director, Writer's Resource Lab, either in person or to his English Department mailbox is in MHB-413. For more information, you may contact Todd Fox at (562) 985-8516 or by email at tfox@csulb.edu.

WRL Application Instructions

Along with the attached application, please submit the following samples of your writing:

1) A *copy* of a course paper that you believe best demonstrates your writing abilities

and

2) A word-processed essay written on the topic below.

(Note that neither of the above writing samples can be returned to you; please retain copies.)

Tutor Applicant Essay Topic

Discuss what qualities you possess that would make you a good writing tutor, how you envision yourself working in the Writer's Resource Lab, how you might deal with people from different cultural and linguistic back grounds, and how this job will apply to your future career goals.

Tutor Employment Application

Writer's Resource Lab
Department of English
California State University. Long Beach

Please print clearly or type all information. Indicate any information already in an included résumé by writing "see attached."

Date:_____   Referred by:_____

Name:_____   SID#:_____
       Last   MI   First

Address:_____
       Number   Street   City   Zip

Phone: (_____)_____   Email:_____

Emergency Contact:_____
              Name   Relationship

_____(_____)_____
         Address   Phone

Major:_____   Minor:_____

Date Passed WPE:_____   First Language:_____

If hired, # of hours per week desired (20 maximum):_____

Special abilities/qualifications:_____

_____

Class Level: Freshman ☐   Sophomore ☐   Junior ☐   Senior ☐   Grad ☐

If a graduate student indicate # of semesters:_____

Colleges Attended

Institution	Location	Dates	Major	Degree, if any	GPA

University-Level Writing/Language Education Courses Taken

Course Name & #	Institution	Instructor	Date	Grade

Recent Employment History (most recent first)

Employer and City	Position/Duties	Dates

Courses You Plan to Take Your First Semester Tutoring

Dept. & #	Course Title	Units

References

Name	Relationship	Name of Institution or Business	Phone Number with areas code

Note that all hiring is contingent upon funding.