Department of English, Comparative Literature, and Linguistics

Instructional Student Assistant (ISA) Hiring Announcement and Position Description

Supplemental Instruction Assistants (SIA)

Announcement:
The Department of English, Comparative Literature, and Linguistics at California State University, Fullerton (CSUF) invites applications for Instructional Student Assistants (ISA). Not all applicants will be hired. Successful applicants will be employed as ISAs working as Supplemental Instruction Assistants (SIAs) in the University Writing Center. Following training, SIAs will facilitate writing workshops for CSUF students. This is a part-time position, not to exceed 20 hours a week.

Minimum Qualifications:
• Must be a currently enrolled student in good standing at CSUF. Students must be either a) undergraduates who have attained at least Junior standing or b) graduate students.
• Must have excellent interpersonal skills, the ability to relate well to others within an academic environment, a willingness to learn, and the ability to assist students in the writing process.
• This program is open to student applicants campus-wide, however spots are limited and preference is given to students who are currently enrolled in ENGL 402: Theories of Response to Written Composition.
• SIAs agree to work under the supervision of the Writing Center Director, Writing Center Supervisor.
• Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

Duties:
• Under the supervision of appropriate Writing Center staff, SIAs will facilitate writing workshops for CSUF students as well as other duties as assigned.
• SIAs will be scheduled for no more than 20 hours of work per week.

Application:
For additional information about application and hiring procedures, including deadlines, please contact the Writing Center Director at x3650. To apply to work as an ISA, please submit to the Department of English, Comparative Literature, and Linguistics, in GH 323:
• The completed application form
• A current resume or CV
• A 3-5 page writing sample
• In addition, applications should request two (2) faculty recommendation forms from faculty familiar with their abilities. Recommendation forms must be filled out by faculty and submitted by them directly—that is, separate from the above materials—to the Department of English, Comparative Literature, and Linguistics in GH 323.

Hiring:
Following review of all application materials, qualified applicants will be scheduled for interviews on a continuing basis. Successful applicants will begin work once hired. Applicants are required to meet the Unit 11 Minimum Classification and Qualification Standards. The department may request additional materials from applicants. Hiring is dependent on department needs. Successful applicants will be hired to work as SIAs for no more than two (2) semesters. Once hired, SIAs who meet eligibility requirements will be encouraged to apply for Tutor positions in the Writing Center.

California State University, Fullerton celebrates all forms of diversity and is deeply committed to fostering an inclusive environment within which students, staff, administrators and faculty thrive. Individuals interested in advancing the University’s strategic diversity goals are strongly encouraged to apply.