**Department of English, Comparative Literature, and Linguistics**

**Instructional Student Assistant (ISA) Hiring Announcement and Position Description**

**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 writing tutors in the University Writing Center. Select ISAs will be assigned to work as embedded writing tutors in sections of ENGL 101P, Preparatory College Writing. 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.

•Undergraduates must have successfully completed the Upper Division Writing requirement for their major with a grade of B or better. Consult your major adviser for which courses fulfill the Upper Division Writing requirement for your major. For English majors, either ENGL 307 or ENGL 302 fulfill this requirement.

•Must have successfully completed ENGL 402/402S, Theories of Response to Written Communication, as minimum qualification for employment.

• ISAs agree to work under the supervision of the Writing Center Director, Writing Center Supervisor, and, if applicable, a faculty member teaching ENGL 101P.

• 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, ISAs will be responsible for tutoring students in the writing process, including, but not limited to, collaborating with students on writing development, organization, argument, and evidence.

•ISAs may be assigned to sections of ENGL 101P, in which they will carry out tutoring duties in a direct instructional-support capacity in the classroom, under the direct supervision of the instructor of record of that course as well as the indirect supervision of appropriate Writing Center staff.

•ISAs 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

•An unofficial transcript demonstrating completion of all appropriate academic minimum qualifications: the upper division writing requirement for your major and ENGL 402/402S.

• In addition, applications should request two (2) faculty recommendation formsfrom faculty familiar with their abilities. Recommendation forms must to 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 careful review of all application materials, qualified applicants will be scheduled for an interview near the end of the Fall semester. Successful applicants will begin work in the Spring semester. 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.

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.