**Application Packet: Writing Center Consultant**

Please access, fill out, and return the most recent Unit 11 application form at:

<http://www.csusm.edu/fa/uawunit11/unit11worddocs/unit11employmentapplication-rev061914.doc>

**Qualifications**Students in any major are eligible to work in the Writing Center. The minimum qualifications for a Writing Center Consultant position include:

* Enrollment in at least 1 unit at Cal State San Marcos
* Completion of GEW or equivalent first-year writing course at another campus
* Completion of at least two semesters of college-level coursework
* Good academic standing at Cal State San Marcos (minimum 2.0 GPA)

**Pay Rate/Salary**The hourly rate for Writing Center Consultants begins at $12.50 an hour.  
  
**Training**If you are hired as a consultant, you will be required to complete a two-day training before the Writing Center opens for the semester as well as attend training throughout the semester.   
Training for Spring 2018: *TBA (late January)*

Additional Training Dates: *TBA*  
  
**Certification**The Writing Center at Cal State San Marcos is part of the College Reading and Learning Association (CRLA) tutor certification program. Consultants gain certification at one CRLA level per semester as they perform their regular tutoring duties and attend a minimum of 10 hours of training during the semester.

**How to Apply**Applicants must submit the following materials electronically or in person:

* [Unit 11 Employment Application](http://www.csusm.edu/fa/uawunit11/unit11worddocs/unit11employmentapplication-rev061914.doc)
* Supplemental Application
* 2 Instructor/Staff References
* Writing Sample (preferably a research paper; 12 pages max.)

Submit completed application packets to:

Writing Center Director  
Kellogg Library 1103

333 S Twin Oaks Valley Road  
California State University San Marcos  
San Marcos, CA 92096

DATE

CC: Personnel File – Office of Academic Resources 01/08/2008

***San Marcos, California 92096***

***http://csusm.edu/writingcenter***

***760.750.4168***

**Writing Center Consultant**

**Supplemental Application**

**Name:**

1. Please provide a short statement describing why you are interested in this position. What do you hope to gain from this experience? What have you gained from previous tutoring/teaching experience?
2. Briefly describe the context of the writing sample you provided. Some questions you might consider in your response are: What were your goals in writing this text? Who was your intended audience? What was the nature of the assignment you were responding to?
3. How would you describe your writing process—for this text and/or for writing in general?
4. Describe a time when you were having trouble learning something. How did you feel while you were struggling? What did you do to finally help yourself learn? Who else helped you? How did they help you learn?
5. If hired, approximately how many hours would you like to work per week?

*(Please Note: Your response to this question will not affect if you are hired or not; it will only be used to anticipate the schedule for the upcoming semester.)*

**INSTRUCTOR/STAFF REFERENCES**

Please provide the following details of an instructor or staff person who we may reference in the application process.

**Reference 1**

**Instructor/Staff Name:**

**Contact information (email/phone):**

**How do you know this reference?**

**Reference 2**

**Instructor/Staff Name:**

**Contact information (email/phone):**

**How do you know this reference?**