

**Job Description**

**EMPLOYEE NAME:**

**Department: CLASS Position Reports To: Writing Center Director**

**Position Title: INSTRUCTIONAL STUDENT ASSISTANT Classification: Academic Student Employee**

**Job Code: 1150 Range Code:**

**Time Base: Exempt \_\_\_ Non-Exempt \_\_\_**

**Union / Unit (if applicable):** International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW)/Unit 11

**PURPOSE OF POSITION:** Provides tutoring support for student writers.

**MAJOR RESPONSIBILITIES: % OF TIME**

Tutors new and continuing students in writing for all subjects 80

Maintains the professionalism of the Writing Center 10

Completes online and in-person training 10

 100%

**LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY:**

**Tutors new and continuing students in all subjects**

* Offers assistance to students in all subjects with all kinds of writing assignments.
* Presents about the Writing Center to incoming GEW classes (15 minutes)

**Maintains the professionalism of the Writing Center**

* Straightens, organizes, and assists students and other staff as needed

**Engages in professional development**

* Reads, views, and discusses documents and videos that increase knowledge of subject matter and tutoring methodology
* Completes online training through the Community pages
* Completes occasional in-person training

**SUPERVISION OF OTHERS:**

 This position does not require the supervision of others.

**REQUIREMENTS OF POSITION:**

1. **List certificates, licenses, or education required**

# Requires admission or registration as a CSU student

#

2. **List additional knowledge, skills, and abilities required for this position and tell *why* it is required. Relate the requirement to the major responsibilities**

* Ability to learn and perform assigned work
* Ability to work cooperatively with faculty, staff, and other students
* Ability to accept responsibility

3. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**

 Computers

4. **Unique working conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

**PHYSICAL EFFORT:**

Check the appropriate box for each of the following items which most accurately describe the extent of the specific activity performed by this employee on a daily basis.

 Number of hours/day Number of hours/day

 N/A 1-2 3-4 5-6 7+ N/A 1-2 3-4 5-6 7+

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| 1. Sitting |  |  |  |  | X |  | 12. Lifting or carrying |  |  |  |  |  |
| 2. Standing |  | X |  |  |  |  | A. 10 lbs or less |  | X |  |  |  |
| 3. Walking |  | X |  |  |  |  | B. 11 to 25 lbs |  | X |  |  |  |
| 4. Bending Over | X |  |  |  |  |  | C. 26 to 50 lbs | X |  |  |  |  |
| 5. Crawling | X |  |  |  |  |  | D. 51 to 75 lbs | X |  |  |  |  |
| 6. Climbing | X |  |  |  |  |  | E. 76 to 100 lbs | X |  |  |  |  |
| 7. Reaching overhead | X |  |  |  |  |  | F. Over 100 lbs | X |  |  |  |  |
| 8. Crouching | X |  |  |  |  |  | 13. Repetitive use of hands/arms |  |  |  | X |  |
| 9. Kneeling | X |  |  |  |  |  | 14. Repetitive use of legs |  | X |  |  |  |
| 10. Balancing | X |  |  |  |  |  | 15. Eye/hand coordination |  | X |  |  |  |
| 11. Pushing or pulling | X |  |  |  |  |

 Yes No

|  |  |  |
| --- | --- | --- |
| 16. Driving cars, trucks, forklifts and other equipment |  | X |
| 17. Being around scientific equipment and machinery |  | X |
| 18. Walking on uneven ground |  | X |

**MENTAL EFFORT ENVIRONMENTAL FACTORS**

 Number of hours/day Number of hours/day

 N/A 1-2 3-4 5-6 7+ N/A 1-2 3-4 5-6 7+

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Directing others |  | X |  |  |  |  | 1. Inside |  |  |  |  | X |
| 2. Writing |  | X |  |  |  |  | 2. Outside |  | X |  |  |  |
| 3. Using math/calculations | X |  |  |  |  |  | 3. Humid | X |  |  |  |  |
| 4. Talking |  |  |  |  | X |  | 4. Hazards | X |  |  |  |  |
| 5. Working at various tempos |  |  | X |  |  |  | 5. High places | X |  |  |  |  |
| 6. Concentrating amid distractions |  |  |  | X |  |  | 6. Hot | X |  |  |  |  |
| 7. Remembering names |  | X |  |  |  |  | 7. Cold | X |  |  |  |  |
| 8. Remembering details |  | X |  |  |  |  | 8. Dry | X |  |  |  |  |
| 9. Making decisions |  |  | X |  |  |  | 9. Wet | X |  |  |  |  |
| 10. Working rapidly |  |  | X |  |  |  | 10. Change of temp | X |  |  |  |  |
| 11. Examining/observing details |  |  |  | X |  |  | 11. Dirty | X |  |  |  |  |
| 12. Discriminating colors | X |  |  |  |  |  | 12. Dusty | X |  |  |  |  |
|  | 13. Odors | X |  |  |  |  |
|  | 14. Noisy |  |  |  | X |  |
|  | 15. Working w/others |  |  |  |  | X |
|  | 16. Working around others |  |  |  |  | X |
|  | 17. Working alone |  | X |  |  |  |

**DESCRIPTION OF DUTIES FORM**

**(Please fill out any information not otherwise detailed in the Job Description)**

Term: Fall 2017 Supervisor: [insert name] Course Number: NA

Course Title: NA Location: Kell 1103 (Writing Center)

Day/Time: varies Employee Name:

\*Orientation Date/Time *(if applicable):* 2 days in Late August, 2017

The job duties designated below are required of the employee. Please check the appropriate items and describe, as applicable.

\_\_\_ Attend course lectures

\_\_\_ Present lectures Frequency/dates: \_\_\_\_\_\_\_\_\_\_

\_\_\_ Instruction/supervision of \_\_\_\_\_\_\_\_\_\_\_ sections/courses/labs per week

\_\_\_ Preparation

\_\_\_ Hold \_\_\_\_\_\_ office hours per week

\_\_\_ Supervisor/ASE(s) meetings Frequency/duration: \_\_\_\_\_\_\_\_\_

\_\_\_ Read and evaluate student papers. Describe:

\_\_\_ Proctor examinations

\_X\_ Perform individual and/or group tutoring

\_\_\_ Maintain/submit student records (e.g. grades)

\_\_\_ Evaluate student assignments

\_\_\_ Provide research assistance

\_X\_ Perform other tasks as assigned. Please list: \_\_Do supplemental reading on tutoring and composition during working hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The supervisor will perform class observations. Yes \_X\_ No \_\_\_

A Teaching Associate or exempt Graduate Assistant with a 50% time-base appointment shall normally be assigned a workload of no more than 320 hours per semester/220 hours per quarter/120 hours per 6 week summer session. A Teaching Associate or exempt Graduate Assistant with an appointment of 50% time-base *or less* shall normally be assigned a workload of no more than 8 hours in any one day and 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not normally total more than 73 hours per semester/50 hours per quarter/27 hours per 6 week summer session.

*\*Orientations are scheduled for some, but not all, Unit 11 positions.*

**SIGNATURES**

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| **My signature denotes that I understand and accept the duties, responsibilities, and functions assigned as outlined in the job description provided to me. This job description will be placed in my Unit 11 personnel file. INCUMBENT, AND/OR NEW STAFF MEMBER:**Print Employee’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ |

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| --- |
| SUPERVISOR: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ |

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| DEAN/DEPARTMENT HEAD/DIRECTOR: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ |

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| APPROPRIATE ADMINISTRATOR (If different from above) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ |

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| FOR PRESIDENT: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ |

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent’s signature (if applicable) or new employee; the supervisor’s signature and all pertinent administrative personnel.