GWA Position Overview
Interested in helping students and faculty with writing assignments? Consider applying to be a GWA, in which you will be trained in Writing Across the Curriculum pedagogy and paired with an undergraduate course to assist faculty in developing writing assignments and guiding students in the writing process throughout the course.

GWA Responsibilities
- Meet with faculty member regularly and attend the class throughout the quarter.
- Fully participate in regular meetings and training with SCAA Writing Center Coordinator and fellow GWAs.
- Schedule and provide individual and/or group consultations with undergraduate students in addressing global and local concerns of a writing assignment.
- Develop one project over the course of a quarter for the respective course with the faculty member, which can include presenting an in-class workshop or developing learning materials for students.

GWA Minimum Qualifications
- Must be enrolled as a Graduate student at CSUEB and have cumulative GPA of at least 3.0
- Must have availability for consistent working hours and regular meetings for a maximum of 12 hours a week
- Interest in writing pedagogy and working with linguistically diverse students

Pay Rate and Other Perks
- $15 per hour at 12 hour cap per week (These hours include paid time for all responsibilities, including training, stated above in “GWA Responsibilities.”)
- Receive first quarter training in composition and tutor pedagogy, working with diverse student populations, and have crucial role in developing the GWA program.

Application Instructions
Please fill out this application form completely and attach the following documentation:
- Faculty member recommendation letter (see attached form on page 5)
- Academic writing sample (8-10 pages)
- Current resume or CV

Submit your completed application and additional documents to Helen Ly, the SCAA Writing Center Coordinator, at the University Library 3148, by Friday, February 26, 2016 at 5:00pm. It is highly recommended that you contact Helen before completing an application for full details and expectations of the position.

Contact Information
Helen Ly | helen.ly@csueastbay.edu | 510.885.2304
About the Student Center for Academic Achievement (SCAA)
Since 2001, the Student Center for Academic Achievement (SCAA) at California State University, East Bay (CSUEB) has provided content tutoring and supplemental academic services for over 2,000 students a year. The heart of SCAA's work is a dedicated staff of peer tutors, Peer-Led Undergraduate Study (PLUS) Leaders, Graduate Writing Associates (GWAs), and Receptionists. We are looking for individuals who are interested in helping their peers engage in life-long learning; are willing to creatively and collaboratively contribute to SCAA’s development; possess patience and good communication skills; are sensitive to diverse student needs; are reliable, committed, and accountable; and are interested in becoming a part of a community that is passionate about student success.
Application Position: Math/Stats Tutor ___  Writing Tutor ___  PLUS Leader ___  GWA ___  Receptionist ___

Name: ____________________________ Date ____________________

Gender: Male ___  Female ___  Other ___  Last 4 digits of SS No. ___________  Net ID _____________

US Citizen: Yes ___  No ___  If No, do you have a Work Permit? Yes ___  No ___

Ethnicity (optional): _____________________________________________________________________________________

Multilingual? Yes ___  No ___  If Yes, what language(s) do you speak? ________________________________

Preferred email: _________________________________________________________________________________________

Phone number, most accessible: ___________________________________________________________________________

Current Address: _______________________________________________________________________________________

City: ________________________, CA  Zip: _______________

Do you receive college work study funds (FWS)? Yes ___  No ___  How much? _______________

EDUCATION:

Major: ___________________________  Minor: ___________________

Academic Status:  ☐ Freshman  ☐ Sophomore  ☐ Junior  ☐ Senior  ☐ Graduate

Educational Experience:

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<th>College</th>
<th>Dates Attended</th>
<th>GPA</th>
<th>Degree</th>
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Relevant Professional/Volunteer Experience:

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<th>Institution/Organization</th>
<th>Dates Worked</th>
<th>Duties</th>
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Earliest date available for employment : ____________________
Expected Quarter/Year of Graduation ______________________________

I work on-campus. Yes _______  No _______  If yes, where? ______________________________

Rate your experience reading and writing for the following areas of study by checking the most appropriate box:

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<th></th>
<th>No previous experience</th>
<th>Very little experience</th>
<th>Some experience</th>
<th>Extensive experience</th>
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<td>the Sciences (Biology, Physics, Math, etc.)</td>
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<td>the Humanities (History, Ethnic Studies, Literature, etc.)</td>
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<td>Business (Management, Accounting, etc.)</td>
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Explain why you would like to be a GWA and what you hope to gain from the experience.
Faculty Member Recommendation Letter

Applicant’s Name ___________________________ Student Net ID __________

Dear Faculty Member:
This student has applied for a Graduate Writing Associate (GWA) position at the SCAA Writing Center (see position description above), and would like to list you as a reference. Please describe your experience with this student and assess the student’s potential and/or existing ability to work with faculty and students in writing for college courses.

Faculty Name ___________________________________________ Department ____________

Faculty Signature_______________________________ Date ______________

After completing this form, please send to Helen Ly either by email or campus mail. Thank you for your time.

Contact Information
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