

CAL POLY

Student Affairs
Student Academic Services

Summer Institute Writing Facilitator/Instructor Job Description

Please read and save for future reference!

Summer Institute (SI) is a residential academic program for incoming freshmen. The program consists of academic courses and seminars geared to enhance the skills necessary to achieve academic excellence at Cal Poly. The program includes academic, social, cultural, and professional development components that provide assistance for freshmen in their transition to the rigors of Cal Poly course material and academic expectations.

SI Program Dates: Saturday, July 29 through Tuesday, August 22, 2017

Description of Job Responsibilities

- Teach and facilitate a three-week Writing Seminar to incoming freshmen
- Prepare syllabus, outline, and lesson plans
- Collaborate with other program staff to ensure a successful high school to college transition for participants
- Collaborate with core course (PSY 201) Instructor to evaluate essay portions of midterms and a term paper; grade written portions

Qualifications

- Strong writing background (English graduate students preferred)
- M.A. English candidates preferred
- In order to be eligible, candidates must be either graduate or undergraduate students who were enrolled Spring or Summer quarter
- Experience with group facilitation, teaching, or monitoring a writing laboratory a plus
- Ability to take initiative and work well with minimum supervision
- Ability to communicate effectively and be sensitive to students from varied cultural, economic, and educational backgrounds
- Ability to work as a team player with all students: especially first generation college students, staff, and faculty
- Minimum 2.8 cumulative GPA for undergrad and 3.0 cumulative GPA for graduate applicants
- Flexible schedule
- Familiarity with campus resources

Salary

- Pay Rate is \$13.00 per hour

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Time Commitments

Writing Facilitator/Instructor **must** be available during the following dates and hours:

- Availability between July 29 – August 22 (specifically on Tuesdays and Thursdays, 11:00 a.m. – 12:30 p.m. and on Wednesdays 12:30 – 2 p.m.).

One-time, 2-hour in-service that will occur in June (date dependent on selected candidates availability) with SI staff, scheduled at a time convenient for all involved.

Independent preparation time for your SI class: June 10 - August 2.

- A total of 20-24 hours a week for 3.5 weeks during Summer Quarter (July 29-August 22, 2017) plus 3 hours for a staff in-service meeting prior to the program starting (TBA).

Application Information and Deadline

- Applications are available at:
 - Mustang Jobs on your Cal Poly Portal
 - www.sas.calpoly.edu/si

Submit your completed application to Jon Diaz at jdiaz70@calpoly.edu or email it to summerinstitute@calpoly.edu.

Application Deadline: May 9, 2017 at 12:00 p.m.

Important Dates to Reference	
Application Deadline	May 9, 2017 by 12 p.m.
Interviews	May 11-12
Hiring notifications e-mailed	May 18
Deadline to accept position	May 22
One time, 2-hour in-service will occur	July
Writing Facilitator/Instructor independent preparation time	June 10 – August 1
Class syllabus due to SI Coordinator	July 10
Class syllabus feedback	July 14
Class syllabus w/ any changes due to SI Coordinator	July 21 by Noon
SI staff meetings (12:30 – 2:00 p.m.)	August 2, 9, 16
First day of Writing Seminar Classes	August 1
Last day of Writing Seminar Classes	August 17
Writing Seminar Classes (Tuesday/Thursday 11:00 a.m. – 12:30 p.m. and Tuesdays 3:30-4:30 p.m.)	August 1, 3, 8, 10, 15, & 17
SI Closing Luncheon (12:00 – 2:30pm)	August 21

Questions? Contact Student Academic Services at 805-756-2301 or email Jon at: jdiaz70@calpoly.edu