

Position Description – ESL Language & Writing Tutor – The Learning Center

Overview

The goal of the ESL Language & Writing Tutoring Program is to enrich, enhance, and facilitate the student learning experience for nonnative speakers at CSULB. The primary responsibilities of the Learning Center ESL Tutors are to help students understand their assignments, develop stronger writing as well as speaking skills, and build confidence in using English in an academic environment. ESL Tutors mainly provide services via individual 1-on-1 appointments online and in person. We also provide drop-in tutoring where tutors may work with multiple students who come by for ESL support services without appointments. Students may request help with academic work or general ESL conversation.

ESL Tutors gain hands-on experience working with students at all levels of their academic career. They will receive training on teaching techniques, learning styles, student assessment, setting student study plans, referring students to support services, and common areas of ESL needs. ESL Tutors receive valuable feedback on their development and demonstration of essential professional skills.

Duties

- Assist tutee with breaking down and understanding concepts presented in their course, lecture, reading assignments, writing prompts, etc.
- Assist tutee with practicing skills necessary for a particular course.
- Provide academic guidance by gauging tutee's knowledge on course topics and focusing on developing learning skills based on tutee's needs.
- Provide academic guidance by gauging tutee's ESL needs and wants, providing feedback and strategies to build their language mastery and confidence.
- Provide academic guidance by assessing and developing tutee's study strategies.
- Assess and report tutee's progress throughout tutoring sessions.
- Create post-tutoring session reports.
- Refer tutee to appropriate campus resources based on individual needs, if necessary.
- Participate in tutor training and professional development sessions throughout the semester.

Time Commitment and Compensation

- Ideally available to tutor at least 8-10 hours per week.
- While drop-in hours are set on a weekly schedule, 1-on-1 appointments are available depending on student demand.
- \$17.01/hour.

Minimum Qualifications

- Sufficient knowledge of the English language to identify and explain linguistic errors such as grammar, spelling, and pronunciation.
- Sufficient knowledge of academic writing to be able to explain how to write an essay.
- Good academic and conduct standing; 3.0 GPA.
- Interest in foreign cultures and desire to help nonnative English speakers thrive at CSULB.
- Understanding of social justice, equity, and inclusion; able to work with a diverse student body.

To Apply

Submit the **Learning Center Application**, your **résumé**, and a brief **cover letter** expressing your interest and skills related to this position to:

Britt Marlowe

Program Coordinator, ESL Tutoring Services, The Learning Center (SSC-160)

britt.marlowe@csulb.edu

You will also need to provide a **letter of reference** which should be submitted directly to the email address above.