

Learning Assistance Center, CSULB  
Language and Writing Tutoring Program

**Description of Duties:**

Instructional Student Assistant (ESL Specialist)

**Term:** Spring 2015

**Supervisor:** Elsa Nesbit

**Location:** Learning Assistance Center

**Day/Time:** As Assigned

**Employee:** ---

**ESL Specialist ISA Duties:**

- Perform individual and/or group tutoring
- Maintain/submit student records (progress notes)
- Attend student employee meetings (trainings):  
Frequency/duration: 2 meetings (standard length); others as needed.
- Assess students' writing samples and spoken English language skills to determine language development needs for individualized tutoring.
- Perform other tasks as assigned: Office-related tasks during cancelled or no-show appointments.

**Qualifications:**

- 3.0 GPA

**Desired qualifications:**

- Experience or interest in working with cross-cultural student populations
- Experience or understanding of skills needed to learn another language.
- Strong written and oral communication skills.

**Time-Base of Employment**

50% Time-Base: An Instructional Student Assistant (ISA) with a 50% time-base appointment shall be assigned a workload of no more than 20 hours per week.

**Link to ISA Bargaining Agreement:**

[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CBA\\_Contract/index.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml)