

SSP 1 - Job Description

Department: Writing & Multiliteracy Center

Appointment: Staff Hire Number: 4

Effective Date of

September 1, 2022

Rank: 12-month, Part-Time Staff

Position: Multiliteracy Specialists, Writing & Multiliteracy Center

Number of Positions: **4**

About the University

The newest addition to the California State University system, California State University Channel Islands (CSUCI) opened in 2002 with 629 transfer students and welcomed its first freshman class in fall 2003. Since that time, the University has grown and developed into one of the premier public universities not only in the Cal State system but also in the nation. Indeed, in its 2018 ranking, U.S. News & World Report listed CSUCI as the 18th highest-ranked regional public university in the western United States. Moreover, CSUCI was ranked 18th of over 1,300 schools in CollegeNET's Social Mobility Index in 2017. In a commitment to inclusive excellence of opportunity for its students, the University offers an array of degrees and community and social activities.

CSUCI is a public comprehensive university that engages students in critical inquiry and is dedicated to educate leaders for a global society. CSUCI is located in Ventura County and home to more than 6,800 undergraduate and 240 graduate students. We are proud to note that our campus is a designated Hispanic Serving Institution (HSI). 50% of the CSUCI undergraduate students are Latinx, 29% are White, 2% are African-American, 5% are Asian-American, and 4.5% are multiracial. We seek applicants who are dedicated to serving California State University, Channel Islands' (CSUCI) growing diverse student body as a tenure-track Assistant Librarian beginning in the 2020-2021 academic year.

CSUCI Mission Statement:

Placing students at the center of the educational experience, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

About the Program

The Writing & Multiliteracy Center (WMC) is an academic program within the John Spoor Broome Library, offering classes on writing & multiliteracy center theory and practices, supporting approximately 6000 writing and multiliteracy tutoring sessions (in person, virtual, and asynchronous) per fiscal year, delivering 100 workshops covering 45 topics, conducting faculty consultations, and hosting activities and events such as Writing Boot Camps, Open Mics, and the annual Plot-a-thon Data Visualization Festival that invites students to compete using data visualizations and storytelling. WMC manages its own HyFlex teaching classroom and a Multimedia Studio with sound room, green screen, and group presentation space. WMC also coordinates a popular Embedded Multiliteracy Tutor (EMT) program supporting writing and communication intensive courses across disciplines from first-year writing to senior capstones. The EMT program involves close faculty collaboration in the design of tutor interventions, customization of virtual and in-person academic activities, and support for writing or communication-related assignments.

WMC's mission is to provide students and faculty with a range of support services and programs that help them address 21st Century challenges of creatively thinking about, reading, and composing in written, oral, visual, multimodal, and digital forms of communications. We aim to foster a robust culture of writing and communication at CI, with an interest in helping students across disciplines learn modes of representation and communication that shape their academic, working, civic, and private lives. In addition, we believe that writing and multiliteracy centers are intrinsically multicultural and multilingual spaces and that the WMC can be a powerful advocate for equity. We embrace the position statements on diversity and disabilities as articulated by the International Writing Center Association (IWCA) and actively diversify our team and address barriers in meaningful ways.

Multiliteracy Professional

About the Position

The multiliteracy professionals are grant-funded staff positions that are subject to annual renewal of grant funds. The Student Support Professional-1B (SSP-1B) engages in complex duties requiring experience in multiliteracy center theory and practices (writing and communication across disciplines), ability to collaborate and work with faculty and students, and develop skills to provide academic support in a dynamic field. The multiliteracy specialists will join an energetic and creative WMC team consisting of a Faculty Director (Associate Professor), a full-time Assistant Director (Lecturer), a

Administrative Support Coordinator (ASC), Academic Leads of grant-funded project, 43 undergraduate and professional WMC tutors, and 5 student assistants. The multiliteracy specialists report directly to the Faculty Director of the Writing & Multiliteracy Center.

There are four part-time positions open with a range of responsibilities and duties that include the following:

- Analyze materials and provide academic support for individual student needs and situation in writing and communication skills
- Providing embedded support needs and materials as assigned by the WMC Director and supervised by administrator in charge
- Providing presentations or workshops to groups following formats guided by WMC administrators
- Support outreach, recruitment, and tutor education under the supervision of WMC administrators

Qualifications:

- B.A. in any discipline.
- At least one-year experience with academic writing and communication in a writing center or multiliteracy center.
- Ability to effectively understand, interpret, and communicate procedures, policies, information, ideas, and instructions. Ability to independently handle multiple work unit priorities and projects with a range of individuals from students to staff and faculty.
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.

Application Deadline

Screening of applications will begin on **August 12, 2022**. Priority will be given to applicants who meet the screening deadline; however, the position will remain open until filled.

Applicants for Multiliteracy Professional must submit the following materials:

1. Letter of application identifying interest and qualifications,
2. Curriculum Vitae

Finalists will be asked to interview on zoom.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

CSUCI is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in [CSU Executive Order 1096](#). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting the Office of Faculty Affairs at [805-437-8441].