Position Description: Writing Lab Tutor

# POSITION SUMMARY:

Under the supervision of a Writing Lab Instructor, tutors help students individually, leading students to a greater understanding of their writing, demonstrating how to identify and correct writing weaknesses, and empowering students to begin editing and revising on their own for success in future writing projects.

# JOB REQUIREMENTS:

* An “A” or “B+” in English 101
* The ability to communicate effectively with a multicultural population
* Facilitating learning and empowering students to succeed independently
* Awareness of a variety of learning styles
* Overall GPA of 3.2 or above, either currently or in previous education
* For current students – instructor approval (signature and course number) is required.
* For non-students – departmental approval (signature and course number) is required. Please present your transcript to the appropriate departmental office so they can make the correct recommendation.
* Completed application (including one academic or employment reference)
* Patience and empathy for students who are frustrated by writing difficulties
* Basic understanding of English grammar, rhetoric, and the writing process
* Knowledge of the expectations in academic writing
* Ability to quickly assess a document’s writing strengths and weaknesses

# DESIRED QUALIFICATIONS:

* Commitment to tutor for one academic year (September through June)
* Willingness to work evenings and weekends
* Familiarity with MLA- and/or APA-style writing, research, and documentation
* Curiosity about how the English language works

# CORE COMPETENCIES

* Be patient and maintain calm with stressed, nervous, and confused students.
* Work with students to break large tasks into manageable parts and prioritize learning.
* **Reinforce learning goals by focusing on one or two concepts in-depth.**
* Demonstrate the use of writing resources found in print and online.
* Communicate with people from diverse cultures, ages, writing levels, and learning styles.
* Work independently and as a team to tutor students and increase your own knowledge of writing.

# TYPICAL DUTIES:

* Individually tutor 1-3 students per hour in grammar, organization, and clarity of English writing.
* Address students’ writing needs while acknowledging students’ concerns and goals.
* Explain the same writing concept in many different ways depending on the student’s writing level and comprehension.
* With guidance from a Lab Instructor, work to increase knowledge of English grammar and rhetoric as well as tutoring techniques.
* Log all tutoring sessions accurately.

# ESSENTIAL FUNCTIONS:

* Attend **all** tutor training sessions.
* Computer literacy: use a computer for word processing, internet searching, and emailing.
* Protect student confidentiality.