



Position Title: Part-Time Writing Center Tutor

Job Code: 8304

Reports To: Department Chair

Grade: CS

FLSA: Non-Exempt

Job Description:

The Writing Center Tutor assists students in developing their written communication skills. The tutor will diagnose student writing deficiencies, address deficiencies pointed out by the student's instructor, and assist students in developing their out of class essay assignments. The tutor will neither proofread the student's work nor suggest a possible grade for an assignment. The tutor will also keep track of the students he or she works with and the nature of the work done with each student.

Duties & Responsibilities:

- Instructs students in the Center on developing their major deficiencies in writing and organizing ideas.
- Assess students with second language attributed writing difficulties and formulate individualized plans for correcting those difficulties through instructor-student sessions and online tutorial.
- Assists students in progress through a contact database system
- Review and become skills at using tutorial programs and material already in use at the center.
- Keeps their work area in the Writing Center presentable and chairs organized at all times
- Assists with check-in responsibilities
- Performs other duties as assigned by the Department Chair, Writing Center Coordinator and/or Writing Center Faculty Advisor.
- Performs other related duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's Degree in English, Journalism, Communication, ESL, or related field from a regionally accredited institution.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff
- Ability to work a flexible schedule that may include evening and weekend assignments.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name