

Alvernia Opportunities for Leadership Position Description 2017-2018

Position: Writing Tutor

Description:

Writing tutors are members of the Writing & Learning Center staff selected on the basis of academic skill, leadership, character, and the ability to communicate well with others. Reporting to the Academic Learning Specialist, writing tutors work one-on-one with students at any stage of the writing process.

In addition, they are expected to be mature individuals who exert a positive influence on the members of their community. They are also expected to be concerned, responsible individuals who are enthusiastic and have a positive outlook towards Alvernia University.

Benefits:

- Good standing with the college
- A minimum 3.5 G.P.A.
- Job Compensation: Writing Tutor positions are funded through Federal Work Study at 8.25/hr. You must have a completed FAFSA on file in Student Financial Planning in order to be eligible for the position.
- Writing tutors develop and enhance many marketable skills frequently sought by employers. Those skills include written and oral communication, leadership, organizational and time management. Tutors also develop self-confidence, establish social networks, and realize that they can and have made a difference in the lives of many Alvernia students.

Requirements:

Writing Tutors are expected to assume the duties and responsibilities identified below:

1. Serve as a role model for other students and staff. Follow policies; establish and maintain credibility within the community; and behave in accordance with the University's values and expectations.
2. Complete required tutor training (COM 310 as able), as scheduled throughout the semester;
3. Help students make academic progress, while promoting independent learning and self-reliance.
4. Offers students advice and comments on papers-in-progress.
5. Be honest. If you are unsure of the material or are stuck look up the answer or seek assistance. Don't be afraid to say that you don't know the answer.
6. Be a resource. Refer students to the Writing & Learning Center workshops and any other campus resources you feel may help them address their academic needs.
7. Be punctual for all scheduled tutoring sessions. It is your responsibility to notify the Academic Learning Specialist and/or the Graduate Assistants as soon as possible if you cannot meet with your students.
8. Keep the Academic Learning Specialist and/or the Graduate Assistants informed of all important situations and developments within the Writing & Learning Center.
9. Respect the confidentiality and academic needs of all students who use the services of the Learning Center.