

Holy Cross College
Student Employment
Fall 2019

Title: **Writing Center Tutor**

Department: English

Supervisor: Dr. Christopher Scheirer

Email: cscheirer@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor.

Rate of pay: \$8.50 per hour

Location: Vincent Hall – Writing Center

Job Purpose:

Writing Center tutors serve in the writing center by providing assistance to students, and writing center staff. We provide a professional work environment that teaches responsibility, commitment, and a strong work ethic. As a Writing Center Tutor, the Students will demonstrate commitment to continuous improvement by developing and sharing their writing knowledge. Preference will be given to students with positive faculty recommendation and/or background in writing.

Essential Job Duties

- Maintain accurate attendance records
- Greet students upon their arrival and directs them to appropriate tutors
- Answer student questions, review student work
- Assist students by explaining writing concepts and/or overseeing their progress
- Maintain a learning environment by monitoring noise and use of facilities
- Work on special projects as assigned
- Keep supervisor informed of needs of students
- Perform other duties as assigned

Minimum Education, Skills and Abilities:

- Must possess demonstrated writing skills
- Must be dependable with a good work ethic
- Ability to work effectively with a diverse student population