

Writing Center Tutor Job Description  
Updated Fall 2023

The Writing Center Tutor is responsible for working a set number of hours each semester, no more than 10 hours per week. The Writing Center Tutor will report directly to the Writing Center Director. Primary duties of this position during hours of employment include the following:

- Aiding clients, both with appointments and without, in the various stages of the writing process, from brainstorming to editing
- Aiding clients in registering with our calendar system and setting up appointments
- Communicating clearly and openly with the director, including responding promptly to email work requests and checking the announcements in Moodle regularly
- Occasionally aiding clients in executive functioning tasks such as organizing schedules, planning out weekly tasks, or creating priority lists. This duty is linked specifically with requests from academic counseling and will be set up voluntarily after discussing the duty with the Writing Center director
- Occasionally signing up to work in-class workshops, resume critiques with the career center, or other events as needed
- Submitting reports of administrative work completed for hours in which no sessions are scheduled
- Mentoring new tutors, especially those enrolled in ENG 412 and/or ENG 411
- Becoming familiar with the WOnline calendar, the Writing Center website, the Writing Center Moodle page, the Writing Center Google Drive, and the updated Tutor Manual
- Performing administrative duties such as (but not limited to) the following:
  - Opening and closing the Writing Center if the Director is not available to do so
  - Greeting clients as they enter the Writing Center and getting them set up with their scheduled appointment if the Director is not available to do so
  - Suggesting ideas for monthly events and helping to coordinate and plan them
  - Updating resources and materials
  - Creating PR or social media materials for campus distribution
  - Contributing to ongoing projects related to WC promotion and event planning
  - Keeping the Writing Center clean and tidy
  - Other administrative duties or projects as directed by the Writing Center director
- Attending Writing Center staff meetings (usually 2 per semester)
- Attending a minimum of 10 hours of training prior to solo tutoring
- Arranging for someone to cover your shift if you have occasional scheduling conflicts OR adjusting your schedule with the Director if permanent scheduling conflicts arise throughout in the semester
- Maintaining a professional and welcoming demeanor while working in the Center

All duties will be performed during the hours set by the tutor and the Writing Center director. If any duties are performed outside of the set schedule, the tutor and Director will make accommodations so the tutor is not working additional hours without proper compensation. Any issues or concerns should be addressed as soon as possible to the Writing Center Director.