

Work Study Job Description

Job Title	Writing Consultant (Tutor)
Department Name	UW Tacoma Teaching and Learning Center (TLC)
Job Location	UW Tacoma
Pay Rate	\$11.73 - \$11.73
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jeff Fitzgerald
Phone Number	253-692-5769
Email Address	jefffitz@uw.edu
Website	
Box Number	358453

Nature of Organization

Tutoring Center

Duties and Responsibilities

- May assist with student workshops, orientations and classes.
- Attend required meetings and trainings.
- Set and meet quarterly goals with professional staff to help develop and advance the resources of the TLC.
- Perform routine operations tasks including greeting clients, answering phones, helping students and maintaining office data.
- Other duties as assigned.

Minimum Qualifications

- Experience working with other students in an academic/instructional support setting.
- Development and strengthening of consultant's own writing skills.
- Training in pedagogical theory and practice.

Educational Benefits

- Experience working with other students in an academic/instructional support setting.
- Development and strengthening of consultant's own writing skills.
- Training in pedagogical theory and practice.

How to Apply

Resume, writing sample and faculty reference should be sent to jefffitz@uw.edu

Job Number: TACO31 | Job Class: 0887 | Category: Student Services | 51% Comp. To Classified: n | Program:
State