

Work Study Job Description

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| Job Title | Writing Tutor |
| Department Name | OMAD - Instructional Center |
| Job Location | 1307 NE 40th Street |
| Pay Rate | \$11.00 - \$16.74 |
| Employment Period | Academic Year |
| Hours Per Week | 19 hrs/wk |
| Contact Supervisor | Regina Hall-Washin |
| Phone Number | 206-543-4240 |
| Email Address | ic@u.washington.edu |
| Website | depts.washington.edu/ic |
| Box Number | 355650 |

Nature of Organization

Tutorial Center, Office of Minority Affairs & Diversity, Instructional Center

Duties and Responsibilities

Tutors in the writing drop-in center at the Instructional Center work with a professional staff. All assist students, from potentially any class at the university, at any time during the writing process - from interpreting the questions/assignment to developing and organizing ideas to final polishing. While the focus of the center is on written expression, as many of our students speak English as a second language, tutors must also be prepared to respond to problems and questions concerning grammatical structures.

Minimum Qualifications

Preference will be given to candidates with relevant experience and those who demonstrate strong writing ability and interest in working with a diverse group of people. We request at least one recommendation from a faculty member or teaching assistant.

Educational Benefits

This is an opportunity for students, who plan to go into teaching, to gain valuable work experience. It is also an opportunity to work with a diverse group of students where the focus is on problem solving.

How to Apply

Stop by the Instructional Center @ 1307 NE 40th Street, ask to speak with Geena Hall.

Job Number: MINA17 | Job Class: 0887 | Category: Student Services | 51% Comp. To Classified: n | Program:
State