

Work Study Job Description

Job Title	Graduate Tutor Writing
Department Name	UW Tacoma Teaching & Learning Center
Job Location	UW Tacoma
Pay Rate	\$12.75 - \$12.75
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Jeff Fitzgerald
Phone Number	253 692 5769
Email Address	jefffitz@uw.edu
Website	www.tacoma.uw.edu/tlc
Box Number	358453

Nature of Organization

The Teaching and Learning Center (TLC) supports students, faculty, and staff of UWT with disciplinary and interdisciplinary academic resources and services in support of educating diverse learners.

Duties and Responsibilities

- Act as a peer mentor to other consultants by providing academic support and encouragement
- 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 tasks including greeting clients, answering phones, helping students and maintaining office data
- Good computer skills including knowledge of MS Office and email
- Knowledge of Canvas and phone etiquette is helpful
- Other duties as assigned

Minimum Qualifications

- Currently registered as a graduate student
- Excellent critical thinking skills and writing skills
- Excellent communication and active listening skills
- Strong desire to work in an academic support setting
- Previous experience providing individualized writing support and feedback and/or professional copywriting experience
- Ability to work well in a team-oriented environment and to adapt to the variety of needs of our clients and to a continually evolving TLC pedagogy

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: TACO18 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: n | Program: State