JOB TITLE: Writing Tutor

WORK AREA: Comprehensive Learning Center (Writing Center)

AREA HOURS: 8-20 hours/week

JOB RESPONSIBILITES, DUTIES:

Under the supervision of the English Writing Center Coordinator, the writing tutor will help students individually with their writing. The tutor will help students understand individual writing assignments, guide in the writing process, and empower students to begin drafting, revision, and editing on their own. The writing tutor must also understand the scheduling and tracking system to maintain accurate records of student visits.

PERFORMANCE EXPECTATIONS/CONDUCT:

- Be welcoming and patient with stressed, confused, or nervous students.
- Works with students to break large tasks into manageable parts.
- Meet with students both in person and online via platforms such as Zoom.
- Help students prioritize learning.
- Reinforce concepts and goals established by the instructor and/or the assignment.
- Communicate effectively with people from diverse cultures, ages, writing abilities, and learning styles.
- Work independently and as a team to tutor students.
- Be reliable and punctual.

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?
☐ Yes   X No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

NUMBER OF STUDENT'S NEEDED:
(Assume 10-15 hours per student.)

Academic Year: 6   Summer (June-August): 1

TYPICAL WORK HOURS: X Daytime   ☐Evening   ☐Weekends

PERFORMANCE REVIEW:
Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:
Contact Person: Jena Christianson Location: M1401A Phone: (507) 663-9000 Email Address: jena.christianson@rctc.edu

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MINNESOTA STATE

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