

**Habib University**  
**Job Description**

<b>Position Title</b>	Writing Tutor
<b>Department</b>	EHSAS Center/Library

<b>Scope of the Position</b>
Incumbent is one of two Writing Tutors who works in the Educational Help, Services and Academic Support Center in the Library at Habib University. Incumbent tutors students individually and in small groups across all majors and is familiar with different writing styles and requirements.

<b>Summary of Key Functions</b>
Writing Tutors meet with students individually and in small groups to help students with their writing process. They use guiding questions to assist students to think critically, which helps the students understand how to improve their writing. Writing Tutors must understand how to guide students through every step of the writing process starting with understanding the writing assignments and brainstorming, all the way through organization of arguments, revision strategies and identifying and helping students understand and overcome recurring errors. Writing tutors will also be expected to lead workshops on writing topics such as: <ul style="list-style-type: none"><li>- How to plan for and organize your paper effectively</li><li>- How to cite sources properly</li><li>- Writing styles (including lab reports)</li><li>- Developing strong arguments</li><li>- Paper editing strategies</li></ul>

<b>Required Qualification, Experience and Skills</b>	
<b>Qualifications and Skills Required</b>	Bachelor of Arts – Preferred major: English. Excellent command of written and spoken English. Friendly and approachable for students, patient with good listening skills and a sense of responsibility. Past mentoring or tutoring experience.

Habib University is a pioneering institution providing a rich liberal arts education to the youth of Pakistan, to create a generation of socially responsible and critically conscious individuals, who can bring Pakistan to the forefront not only economically and financially, but also intellectually. The University is being established in Karachi, Pakistan.

Habib University initiated classes in 2014 with 200 students, offering four undergraduate programs through the School of Arts, Humanities and Social Sciences and the School of Science and Engineering. The University is a modern learning space fully equipped with state-of-the-art research and teaching facilities in order to attract the best faculty from around the world.

Habib University Foundation (H.U.F.) is a not-for-profit organization, which commenced its work in 2007. H.U.F responds to existing gaps in the educational scenario of Pakistan, by supporting educational initiatives, research and innovation. It is focused on improving the status of education within the country by supporting research, planning and implementation of innovative educational models. H.U.F. extends support at all tiers of education delivery within the country including higher education, vocational skill development, pre-tertiary education and research and advocacy.

To apply, send your resumes to [recruitment@habib.edu.pk](mailto:recruitment@habib.edu.pk). Please mention the position that you are applying for in the subject line of your email.