Job Description

Position Title	Writing Tutor
Department	EHSAS Center
Reporting To	Senior Manager
Date	7 Jan 2016
Type of Position	Part Time

POSITION DESCRIPTION

Incumbent is one of multiple writing tutors who work in the Educational Help, Services and Academic Support (EHSAS) Center at Habib University. Incumbent tutors students individually and in small groups across all majors and is familiar with different writing styles and requirements. A writing tutor must demonstrate excellent writing and reading ability and analytic skills, and well as demonstrate training and experience in education principles and their uses, especially to English Language Learners. A writing tutor must be able to respond quickly and efficiently to the writing needs of all students of every skill level. Writing tutors are responsible for holistic issues of academic writing development, organization, critical thinking, argument, and coherence. This includes, but is not limited to, sentence and paragraph structure, grammar rules, argument logic, critical analysis, citation formatting, and forms of academic and professional writing.

DUTIES AND RESPONSIBILITIES

- ✓ Meet with students individually and in small groups to help students with their writing process;
- ✓ Use guiding questions to assist students to think critically, further helping students understand how to improve their writing;
- ✓ Guide students through the writing process - prewriting (including brainstorming & outlining), drafting, revising, proofreading & editing;
- ✓ Help students understand and explain their assignments, learn to organize arguments;
- ✓ Research and develop writing and reading aids;
- ✓ Participate and lead workshops on elements of writing;
- ✓ Assist in the day-to-day running of the center and related duties as assigned;
- ✓ Other duties as assigned.

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor of Arts (preferred major: English or other Liberal Arts degree) ✓ Excellent command of written and spoken English ✓ Friendly and approachable for students, patient with good listening skills and a sense of responsibility
Required Experience	✓ Past mentoring or tutoring experience

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	English language (writing, reading, speaking, and listening)	High
2.	Computer skills (MS Office)	Medium
3.	Keeps conversations confidential	Low
4.	Excellent attitude toward customer service	High