

Job Description

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| Position Title | Writing Tutor |
| Department | Writing Center |
| Reporting To | Associate Director, Writing Center |
| Type of Position | Contractual - Part Time |

POSITION DESCRIPTION

Incumbent is one of multiple writing tutors who work in the Writing 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, as 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

- Meeting with students individually and in small groups to help students with their writing process;
- Using guiding questions to assist students to think critically, further helping students understand how to improve their writing;
- Guiding students through the writing process - prewriting (including brainstorming & outlining), drafting, revising, proofreading & editing;
- Helping students understand and explain their assignments, learn to organize arguments;
- Researching and developing writing and reading aids;
- Participating and leading workshops on elements of writing;
- Assisting in the day-to-day running of the center and related duties as assigned;
- Other duties as assigned.

REQUIRED JOB SPECIFICATIONS

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| Required Qualification | <input type="checkbox"/> Bachelor of Arts (preferred major: English or other Liberal Arts degree) <input type="checkbox"/> Excellent command of written and spoken English <input type="checkbox"/> Friendly and approachable for students, patient with good listening skills and a sense of responsibility |
| Required Experience | <input type="checkbox"/> 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 |