Tutor Job Description

Tutors conduct in-person and online writing tutorials with individual writers and small groups, conduct class tours and class visits, attend staff development meetings, in-service meetings, participate in mentoring junior employees, work committees, assist in research projects, and participate in continuous professional development activities. Other duties as assigned.

Tutor Qualifications

Demonstrated writing center training, coursework, and/or experience required. Must be current Kent State students. Minimum 3.0 GPA preferred. All majors welcome. To become tutors, students must be successful, productive writers with strong interpersonal skills, and writing-center specific training and experience. Ability to reflect on writing processes, and to communicate about writing processes with diverse audiences required. Tutors must be excellent listeners, exhibiting patience, persistence, and flexibility. Ability to work independently and unsupervised required. Tutors must demonstrate teamwork, professionalism, and leadership to succeed in our highly collaborative work environment. Critical thinking skills required. Demonstrated knowledge and ability to apply theoretical concepts of writing center studies required.

To be considered for a tutoring position, fill out the application below and email it to Jeanne R. Smith, Writing Commons Director (jrsmith3@kent.edu). Incomplete applications will not be considered. To be considered complete, applications must contain all of the following materials:

- Completed Application form
- Resume
- Tutoring Philosophy
- Recommendation from Previous Writing Center Supervisor (Letter Optional)
- Syllabus from Writing Center Training Course
- Sample of your Academic Writing
COVER SHEET: WRITING TUTOR APPLICATION

➢ Fill in this Cover Sheet.

➢ Email your completed application in DOC, DOX or PDF format to the Director of the Writing Commons, Jeanne R. Smith, at JRSmith3@kent.edu.

➢ If you prefer not to email your materials, you may print and mail your completed application to Jeanne R. Smith Department of English, 113 Satterfield Hall, Kent State University, Kent OH, 44242.

➢ Please ensure that your academic writing samples is free of grades or professors’ responses, and that it uses source material according to a standard documentation format.

➢ Recommendations and optional letters should be sent to Jeanne R. Smith (JRSmith3@kent.edu); or to Jeanne R. Smith Department of English, 113 Satterfield Hall, Kent State University, Kent OH, 44242.

➢ Applications are not complete unless your writing sample, resume, tutoring philosophy, and recommendation(s) are received in addition to this cover sheet and completed application form. Incomplete applications will not be considered.

For more information about becoming a tutor, please see our website: www.kent.edu/writingcommons

Name: ___________________________________________ Banner ID: ______________________

Current Phone: __________________ Current email address: __________________________

Permanent Address: ____________________________________________

Be sure to include city, state & zip

Local Address: ____________

Your Current Class Standing (circle one): Freshman / Sophomore / Junior / Senior / Graduate Student

Your Major(s): ___________________________ Your Minor(s): ___________________________

Current GPA: ________________ (At least a 3.0 cumulative GPA is preferred).

Please indicate your agreement with the following statements by signing below:

➢ I understand that if hired to be a Tutor, I am obligated to attend a staff meetings as part of my job.

➢ I give the Writing Commons permission to verify my GPA, class standing, and any other information provided on this application.

Signature ___________________________ Date __________________
**Tutor Application**

Name: ________________________________________________________________

Email: ___________________________ Banner ID: ____________________________

Emergency Contact: _____________________________________________________

How did you learn of this tutor position? ______________________________________

Do you have College Work Study? __________ CWS is not required for this position.

If so, for how much $ __________________

Grade in College Writing I (ENG 11011 or ENG 10001/10002) ___ Instructor_______________

Grade in College Writing II (ENG 21011) ____ Instructor_______________________________

What documentation formats have you used in your writing? (circle all that apply):
    MLA   APA   CBE   Chicago   Other ________   None

What computer applications do you use? (circle all that apply)

E-mail | Word | PowerPoint | Qualtrics | Excel | KSU Google Drive | Blackboard Learn | Publisher | Drupal

Others?: __________________________

Do you expect to be student teaching / studying abroad / receiving a graduate assistantship next semester? Yes  No

If yes, which semester(s)? ________________

Do you plan to work at another job or internship while working in the Writing Commons? Yes  No

If yes, about how many hours per week will you work at your other job or internship? __________________

Considering other commitments such as internships, jobs, leadership in organizations, religious groups, sports, etc., what range of hours per week would you be able to work for the Writing Commons? (You are required to work at least 5 hours per your first semester.) __________

List your previous Writing Center employer: ________________________________

List the dates of this employment: ________________________________

Title of your writing center training course (attach syllabus): _____________________

Year / Semester of Training Course: _______ Institution: _______________ Final Grade in Course: _______

If you are still employed at this writing center, list the weekly hours that you work: ____________________
If not, explain why you left.

Please give the name/phone number of a person who supervised you in your Writing Center employment:

Have you ever been convicted of a felony or misdemeanor other than for traffic violations? (Circle one.) Yes / No

If yes, please explain.

Outside of KSU’s College Writing sequence, what writing-intensive courses have you taken at KSU or elsewhere?

How often do you seek feedback for your writing?

What kinds of feedback do you typically request from readers on your own writing?

From whom do you seek feedback most often on your own writing?

Please describe any previous teaching, tutoring, or other instructional experience:
Personal Statement

Please explain what you consider to be your current philosophy of tutoring, including a discussion of the writing center studies theorists who influence you most and why you find them influential.
Writing Center Supervisor Recommendation Form

Recommender Name: __________________________ Recommender Email: __________________________
Recommender Title: __________________________
Recommender Phone Number __________________________
Prospective Tutor’s Name __________________________

Recommender Signature: _______________________________________________ Date: __________

Please complete this form and return it to Writing Commons Director Jeanne R. Smith
Department of English 113 Satterfield Hall, Kent State University, Kent, OH 44242

How long have you known this student as his/her writing center supervisor? __________________________

1. How would you rate this student in terms of working with a diverse group of students?

1  2  3  4  5
Poor  Average  Excellent

Comments:

2. How would you rate this student’s communication skills with co-workers and writers?

1  2  3  4  5
Poor  Average  Excellent

Comments:

3. How would you rate this student’s reliability as an employee?

1  2  3  4  5
Poor  Average  Excellent

Comments:

4. How would you rate this student’s research, writing, and revising skills?

1  2  3  4  5
Poor  Average  Excellent

Comments:

5. How highly would you recommend this student overall for a writing tutoring position?

1  2  3  4  5
Poor  Average  Excellent
Comments:
Optional Letter of Support from Writing Center Supervisor: