

Writing Commons Tutor Application



www.kent.edu/writingcommons, writing@kent.edu, (330)672-1787

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.

Comments:

Optional Letter of Support from Writing Center Supervisor: