

Writing Center Use Only

Date Received: _____

Interview Date: _____

Recommendation Letters:

1 _____ 2 _____

**Marshall University Writing Center
Application for Writing Center Tutors**

Job Description:

Writing Center tutors help students in all disciplines at any stage of the writing process. In order to help students better understand their strengths and weaknesses as writers, tutors will read student writing and listen to student concerns carefully and attentively. Tutors will help students develop strategies for writing improvement and encourage students to view writing as a process that improves with attention and time.

Qualifications:

A Writing Center tutor must:

- be enrolled as a full time undergraduate or graduate student at Marshall University and have successfully completed at least 30 credit hours at the start of work at the Writing Center.
- have successfully completed ENG 201 (or the equivalent) with a grade of B or higher at the start of work at the Writing Center.
- maintain an overall GPA of at least 3.0 while working at the Writing Center.
- have strong verbal and written communication skills.
- have a sincere desire to help writers at all levels of ability and at all stages of the writing process.
- have the ability to collaborate effectively with fellow tutors.
- be reliable, professional and ethical in all interactions and duties.

Preference will be given to students who enroll in the fall section of ENG 460: Composition and Writing Center Theory (Fall 2013 CRN: 2324, 4 credit hours).

Any tutor who wishes to work more than **3** hours per week must:

- enroll in and successfully complete ENG 460 with a grade of B or higher during the first semester of working at the Writing Center.
- complete one hour of unpaid tutoring service as part of the course for ENG 460.

Responsibilities:

A Writing Center tutor will:

- Assist students with writing through individual tutoring sessions.
- Attend scheduled tutor meetings and workshops.
- Be punctual.
- Notify Writing Center director, desk attendant, and any clients of all expected and unexpected absences.
- Re-assign or re-schedule any sessions that may be affected by such absences via WCOOnline.

Writing Center Use Only

Date Received: _____

Interview Date: _____

Recommendation Letters:

1 _____ 2 _____

Please fill out the following information. Along with your application, please include a writing sample from any course of at least 700 words. Please have someone fill out the recommendation form which is provided in a separate document. We recommend asking a professor who is familiar with your writing and/or a previous employer that can speak to some or all of the qualifications described above. All materials must be received by July 15.

Personal Information

Name: _____

901#: _____ Phone Number: _____

Email Address: _____

Local Address: _____

City: _____ State: _____ Zip Code: _____

Academic Experience

Choose from the following:

 Undergraduate Student Graduate Student

Number of Credit Hours successfully completed (if still enrolled): _____

Overall GPA: _____ Major: _____ Minor: _____

Grade in ENG 201 (or equivalent): _____

Instructor (if taken at Marshall University): _____

Degrees Received (if any): _____

University Attended: _____

Please return application via email to writing@marshall.edu or submit a hard copy to Meghan Hancock, Director of the Writing Center, English Department, One John Marshall Drive, Huntington, WV 25755. By submitting this application, you agree to allow the Writing Center director to access your account and transcripts via MyMU for confirmation of the details included within.

Writing Center Use Only

Date Received: _____

Interview Date: _____

Recommendation Letters:

1 _____ 2 _____

Previous Work Experience

(start with most recent position)

Employer: _____

Start Date (month and year): _____ End Date (month and year): _____

Position Description: _____

Reason for leaving: _____

Employer: _____

Start Date (month and year): _____ End Date (month and year): _____

Position Description: _____

Reason for leaving: _____

Employer: _____

Start Date (month and year): _____ End Date (month and year): _____

Position Description: _____

Reason for leaving: _____

In the space provided below, please explain why you would like to become a Writing Center tutor (no more than 500 words):

Please return application via email to writing@marshall.edu or submit a hard copy to Meghan Hancock, Director of the Writing Center, English Department, One John Marshall Drive, Huntington, WV 25755. By submitting this application, you agree to allow the Writing Center director to access your account and transcripts via MyMU for confirmation of the details included within.

Please return application via email to writing@marshall.edu or submit a hard copy to Meghan Hancock, Director of the Writing Center, English Department, One John Marshall Drive, Huntington, WV 25755. By submitting this application, you agree to allow the Writing Center director to access your account and transcripts via MyMU for confirmation of the details included within.