**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 tutees of all expected and unexpected absences.
* Re-assign or re-schedule any sessions that may be affected by such absences via WCOnline.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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):**