

**Undergraduate Peer Writing Tutor Application**

**Position Summary:** Peer Writing Tutors will primarily work with students individually or in small groups to improve their writing skills. The Tutor will be expected to facilitate daily operations of the Writing Center by creating a welcoming and professional environment and maintaining precise records. Peer Writing Tutors are not copyeditors or proofreaders; instead, they help writers improve their skills in analyzing and revising academic writing.

**Goals**

1. To help students maximize and improve their academic skills.
2. To listen and respond to the academic needs of others with energy, sensitivity, and patience.
3. To reinforce students’ understanding of the material.
4. To share study skills or other tips for success.
5. To refer students to other resources if necessary.

**Responsibilities:**

1. Conduct one-on-one conferences with students in person and online.
2. Maintain accurate and confidential records of consultations.
3. Market the Writing Center through classroom visits and other activities such as social media promotion.
4. Develop and present workshops and handouts on writing skills.
5. Participate in on-going training.
6. Assist the Director of Writing Center as needed.

**Requirements:**

1. Be a currently enrolled Shaw student with an overall GPA of at least 3.0.
2. Provide an unofficial transcript demonstrating an A or B in ENG 110 or ENG 111.
3. Provide a completed tutor application form.
4. Provide signatures and contact information for two faculty recommenders.
5. Have a desire to work with your peers and their writing.
6. Be a strong communicator, which includes exceptional listening and interpersonal skills.
7. Be reliable, punctual, and professional.
8. Be able to work well as part of a team.
9. Be able to work ten hours each week during the semester.
10. Firm grasp of available social media tools and platforms, including Facebook, Instagram, Twitter, etc.

When not tutoring, peer tutors should be working on professional development or the center itself. Examples of such include reading the books on tutoring that are available in the center, familiarizing with writing formats they are not accustomed to (APA, MLA, Turabian), or neatening the center and making sure there are pens, pencils, and paper available at each table.

**Compensation**:

Peer Writing Tutors are compensated at $11.25 an hour.

**Application Components and Procedure**

The Peer Writing Tutor Application must include the following components:

1. A personal statement. Please let us know about any tutoring, editing experience, and/or writing experience, approach to writing, and/or anything else you think relevant. Explain why you want to become a peer tutor at Shaw University.
2. A completed Peer Writing Tutor application form (see below).
3. A 3–4-page academic writing sample.
4. An unofficial copy of your transcript.
5. A letter of recommendation from a Shaw University faculty or staff member who is familiar with your writing and how you communicate in the classroom.

**Submit all application materials to** **writingcenter@shawu.edu****.**

**Peer Writing Tutor Employment Application**

 **Applicant Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | *Last* | *First* | *M.I.* |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | *Street Address* | *Apartment/Unit #* |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *State* | *ZIP Code* |

Phone:

Shaw E-mail:

Classification (Freshman, Sophomore, etc.):

Are you a citizen of the United States?

If no, are you authorized to work in the United States?

What is your availability to work in the Writing Center?

 Monday:

 Tuesday:

 Wednesday:

 Thursday:

 Friday:

1. List three qualities of an effective tutor:

2. List any workshops or presentations that you would be interested in developing:

3. List any of the campus activities and organizations you are a part of:

4. List any special technical skill sets you have (Canva, Adobe Photoshop, iMovie, etc.):

5. List your strengths with composition and the writing process:

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |