Academic Tutor: Writing
University of Oregon – College of Education

Supervision: Report to Tutoring Services Coordinator
Location: 130 HEDCO Building, Student Academic Services, College of Education
Contact: Student Academic Services (541) 346-1391
Email: coesas@uoregon.edu
Rate of Pay: $10.00 per hour. Maximum 20 hours per week

Position Description:

Writing Tutors may provide individual or small group assistance with writing support. Tutoring appointments will be made in advance, so weekly tutoring hours will vary depending on student need and tutor availability. The tutor facilitates learning as a guide and coach to assist the student in becoming a successful, independent learner. The purpose of tutoring is to support and strengthen writing skills and help students to prepare for the writing portions in licensure and graduate school entrance test preparation. Tutors integrate effective study, practice, and learning strategies to maximize the tutee’s potential for academic progress. As a member of the Tutor Services team, tutors are expected to remain current in writing best practices and College of Education formatting requirements. Tutors are also expected to refer students to other appropriate college resources as needed.

Responsibilities:

1. Tutor students in specific course material and/or skill areas, integrate study and learning strategies to promote independent learning.
2. Meet with the Tutor Coordinator to establish personal goals for yourself as a tutor and monitor progress on personal goals with Coordinator.
3. Meet with tutoring coordinator regularly to discuss your role as a tutor and obtain any information that will assist you to effectively tutor.
4. Participate in the required 3 hour tutor training prior to working with students.
5. Make appropriate referrals to other campus resources and inform the Tutor Services Coordinator of any referral.
6. Attend weekly tutor meetings with other Tutors and Coordinator.
7. Provide job search support for students in the form of resume and cover letter help, as well as assistance navigating online job searches (looking for positions, applying online, etc.)
8. Monitor an online discussion board for non-traditional students and refer them to resources as needed.
9. Other duties as assigned (may include helping with tasks in the Student Academic Services office such as program data entry, posting and/or creating tutorials for students online, etc.)

Position Qualifications: Tutors must demonstrate the ability to:

- Quickly establish rapport and communicate well with a diverse student body.
- Maintain patience as they support and guide students toward success.
> Demonstrate competency in subjects they are going to tutor (i.e. earn a 3.5 or better in the skill area, teaching or tutoring experience, etc.).
> Use and explain APA format.

Tutors must maintain a minimum overall GPA of 3.0 and complete the required minimum 3-hour tutor training. Tutors will be hired as appointment-based tutors. Every effort will be made to give a minimum of one week’s notice of upcoming appointments. This position requires flexibility and offers varied hours throughout the term with an understanding that the tutor’s class schedule takes priority.

We are seeking strong writers in any subject who are able to explain writing concepts to students using a variety of strategies. Tutors should feel comfortable helping students work through any step in the writing process, including brainstorming, researching, drafting and revising; grammar and sentence mechanics; and writing organization. Knowledge of APA style a plus, and willingness to learn APA style necessary. Previous tutoring experience is preferred but not required. Comfort working with a variety of writing tasks, ranging from undergraduate work to doctoral dissertations is a must.  

*Please submit all application documents together*, including the application, responses to application questions, transcripts (unofficial are okay), and a current resume. In addition, we are asking all writing tutors to submit a short writing sample that demonstrates your ability to organize your thoughts and utilize APA format.