### Position Title
Writing Center Tutor

### Hourly Rate
$7.75

### Department
Writing Program

### Supervisor
Chuck Lewis

### Work Location
635 College

### Account Number
01-11150-00000-00000-xxxxx
04-53530-50065-00000-xxxxx

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**Do multiple individuals hold this position at one time?**
- [x] Yes
- [ ] No

**Number of positions available:** 12 - 15

### Work Schedule
A student in this position can expect to work **2 - 7** hours per week. The student will work:
- [x] Monday thru Friday
- [x] Sunday
- [ ] Saturday
- [ ] any day of the week.

Hours are available during the following times of the day: **3 pm - 10 pm**.

### Department/Position Overview
Writing Center Tutors work with all student writers on any aspect of their writing. Most sessions are 60-minute tutorials.

### More Detailed Information Available
Review any of the pages/links on the Writing Center website (www.beloit.edu/writingcenter/)

### Description of Duties and Tasks
- [x] Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- [x] Conform to an established work schedule; reliably work set hours as assigned
- [x] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- [x] Maintain the confidentiality of departmental/employee/student information
- [ ] Run errands on and/or off campus, including campus mail pick-up and delivery
- [ ] Perform light cleaning, departmental organization, and upkeep as required
- [x] Work efficiently and accurately without immediate supervision
- [x] Work one-on-one with a variety of students
- [x] Work collaboratively with staff peers
- [x] Work with little real-time site supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Word, Browsing/research/PowerPoint**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **completion of WRIT 230**
- Excellent writer, successful student, good oral communicator, good listener, reliable employee