



Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Department of English Studies and Journalism

Supervisor: Linda Learman - llearman@adrian.edu

Job Title: **Student Worker:** Peer Writing Consultant

Location: Caine 133

Purpose of Position: Consult with and tutor Adrian College students on their writing, at any level and for all disciplines. Assist with daily Writing Center operations.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

Consult with and tutor Adrian College students on their writing (all levels, courses, and abilities) in accordance with the mission of the Writing Center. Schedule and maintain regular working hours in the Writing Center. Attend and participate in staff meetings and training sessions. Assist in maintaining records for the Writing Center and other administrative tasks as required. Represent the Writing Center and its services in a professional manner to students, faculty, classes as needed.

Duties

- Peer tutor-in person and online
- Maintain records on writing center visits
- Attend staff training meetings
- Respond to emails
- Other duties as assigned (updating website or resources, working with other faculty/staff with writing center requests, etc.)

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Up to 8 hours per week unless otherwise approved.

Required Job Skills:

Excellent written and oral communication skills. Willingness to learn about and apply writing center theory and methods. Desire and ability to help others in a professional, patient, and kind way. 3.6 GPA or above overall and in Engl. 101 or CCC 101 (or equivalent). Successful completion of a 200-level Writing Intensive course preferred. Must be responsible, dependable, and self-directed.

Remarks: A college-level academic writing sample and recommendation from an AC faculty member who is familiar with your writing and work habits are required for initial employment at the Writing Center.