Tutoring Job Description

Tutoring is the primary purpose of the Writing Center and our highest priority.
Our mission is to help students become better and more self-sufficient writers.

Tutors must...

- Be knowledgeable about writing and skilled in communicating with others
- Help students from a variety of backgrounds and whose first language is not English
- Lead workshops about topics such as the Writing Center, APA and MLA, Google Scholar and peer review
- Be open to providing and receiving constructive feedback about sessions
- Maintain professional conduct and appearance
- Arrive to work on time and attend all scheduled staff meetings

During a tutoring session, tutors are expected to...

- Use good communication skills to engage students in conversations that draw out their ideas
- Encourage students to write, document sources, and revise for readability
- Be professional and friendly

Frequently Asked Questions

WHAT WOULD I DO AS A TUTOR?

Tutors typically work between 4 and 14 hours per week. They meet with students in our conferencing areas and discuss papers one-on-one for about 45 minutes. During sessions, tutors and students read papers aloud, discussing organization, style, and grammar. Tutors help writers in many different stages of writing: brainstorming, outlining, organizing, revising, and drafting. Tutors don't "fix" students' work, nor do they write on students' papers.

DO I NEED TO BE A GRAMMAR EXPERT TO BE A TUTOR?

You are expected to have good control over errors in your own writing and to be able to spot errors in others' writing and explain how to correct them. However, tutors are not proofreaders, so you will not expected to produce error-free drafts.

HOW DO I APPLY TO BECOME A TUTOR?

You may apply to be a tutor by completing the electronic application form available at http://bitly.com/IUPtutorapplication

WHAT HAPPENS AFTER I APPLY?

We will email you to confirm that we've received your application and, if necessary, get additional information from you. We will email you if we need to set up an interview.

A complete job description is available on our website, www.iup.edu/writingcenter