Writing Center Tutor Position and Application

Do you have an interest in being a leader on campus? Do you like working with others? Do you excel in writing and want to help others excel as well? Do you want to achieve tutoring certification?
If you answered yes, you should consider applying to be a Writing Center tutor!

Qualifications
Peer writing tutors are selected on the basis of academic skill, leadership, reliability, and the ability to communicate well with others. We actively encourage all types of diversity among applicants for this position. Tutors will work with students on writing across the disciplines. Students of any major are encouraged to apply, however we are particularly interested in tutors with strong writing backgrounds in areas such as English, communications, business, psychology, or the natural sciences. To submit an application for peer tutoring at the Writing Center, you will need to have the following minimum qualifications:

- Completed ENG 102 or higher level English course (or transfer credit equivalents or exemptions) before the semester you would begin tutoring
- Overall GPA of 3.00 or higher and high grade in ENG 101/102 or upper level English courses
- Good standing with the college (not on probation)

More Information on the Writing Center Tutor Position
Writing Center tutors typically work a set schedule that stays the same all semester, for 4 to 10 hours per week. All writing tutors work with students on writing across the disciplines. Most tutoring is one-on-one and in person, but some may be online (chat or emailed feedback). Required (paid) staff meetings are held 2-3 times a month. Starting pay is $7.25/hour and increases to $8.00/hour after tutors achieve certification (which typically takes about a year).

Tutor Training
All peer tutors must participate in paid training and staff meetings. New tutors observe returning tutors for about two weeks before they begin their own tutoring. Additional training includes 10-15 hours to be achieved within 2 semesters and ongoing training in subsequent years. Training leads to international certification by the College Reading and Learning Association (CRLA).

Application Process
In order to complete the application process, please do the following:

1. Complete the Writing Center Tutor Application (electronically or ink) and attach requested writing samples.
2. Provide the Faculty Recommendation Form to the instructor of an English language, writing-intensive course. The faculty member may return the letter to you in a sealed envelope or to the Writing Center Director (Rachel Liberatore), or they may email the director.
3. Bring your application to the Rachel Liberatore, (RLiberatore@albright.edu) office in the Writing Center on the first/ground floor of the Administration Building.
4. You will be contacted upon review of your application to verify it is completed and if you are selected for an interview. If you are not hired for the current or upcoming semester, your application will be kept on file for consideration for future semesters.

If you have any questions while you are working on your application, please contact RLiberatore@albright.edu (Rachel Liberatore) or visit her office in the Writing Center on the first (ground) floor of the Library/Administration Building.
**Writing Center**  
**Tutor Application**

**PART 1: PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>NAME: ________________________________</th>
<th>DATE: ________________________________</th>
</tr>
</thead>
</table>

**EXPECTED GRADUATION DATE: __________________**  
**MAJOR(S): __________________**

<table>
<thead>
<tr>
<th>PHONE #:____________________</th>
<th>COLLEGE E-MAIL: ________________________</th>
</tr>
</thead>
</table>

**Is your overall GPA 3.0 or above?** ☐ yes ☐ no  
**Are you an honors student?** ☐ yes ☐ no

**PART 2: WORK HISTORY AND EXTRACURRICULAR ACTIVITIES**

Please list any extracurricular activities or leadership roles you are currently involved in (eg, RA, SGA member, student athlete, etc.):

________________________________________________________

________________________________________________________

________________________________________________________

List any work or other experiences you believe have prepared you to excel in the tutor position (or attach a resume).

<table>
<thead>
<tr>
<th>Position</th>
<th>Employer/organization</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Briefly describe any previous tutoring or teaching related experience you have had (or work that involves similar skills):

________________________________________________________

________________________________________________________

________________________________________________________
PART 3: SCHEDULING

How many hours per week do you hope to tutor? You may indicate a range. _______ (Most tutors work 4-10 hours/week)

At the Writing Center we have a set semester-long schedule. Please indicate times you are available and interested in working between 10:00am and 9:00pm for the current or upcoming semester. If you are not available during a day, please place an X in the box. If you are hired for a future semester, we will have you update this information.

Semester: ____________________________

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>(center opens at 1:00pm)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other comments you have about scheduling or availability: ____________________________________________________________

PART 4: WRITING SAMPLES

Please include two writing samples

1. A piece of academic writing that integrates course readings or research including a bibliography/Works Cited page. This can something you wrote for any of your courses. It is ideal if the essay has an argumentative or persuasive thesis (rather than an informational essay).

2. The statement outlined below. This should be multi-paragraph statement (approx. 2 pages) responding to the following questions. We are looking to see that you can develop your ideas; express yourself in an organized, specific, and clear manner; and indicate the type of thoughts about writing you might share in a writing center session.
   a. What would you like us to know about your background, experiences, ambitions, personality, etc. that make you someone who would work well with a wide range of college students who write at a wide range of levels?
   b. What have you learned about your own growth as a writer that you could share with other writers to guide them in gaining new strategies and skills?
   c. The tutoring role is more one of guiding and discussing, rather than editing. What are some strategies you might use to guide a writer? What are some ways you would keep a writer actively involved for an interactive session?
   d. (optional) Anything else you would like us to know about why you would make a great Writing Center tutor.

PART 5: TERMS AND CONDITIONS

I understand that, if hired, I will be expected to participate in all tutor training and evaluations provided by the Director of Writing Center.

__________________________________________  __________________
Signature                                           Date
Faculty Recommendation Form for Writing Center Tutor Applicant

Professor’s Name: _____________________ Department: _____________________

Student’s Name: _____________________

Courses Taught to Student: _____________________

This student is applying to become a peer tutor at the Albright Writing Center. Peer tutors must have a high level of content mastery and outstanding communication and interpersonal skills. Your honesty on this form is appreciated, and your comments will be kept confidential. If you would prefer to send an email or letter to the director containing similar information rather than filling out this form, you are welcome to send it to the center director, Rachel Liberatore, at RLiberatore@albright.edu. Thank you for assisting this student.

How would you describe this student’s writing/revision/research?

How would you describe this student’s work habits and reliability?

How would you describe this student’s interactions with peers and faculty/staff?

Is there anything else we should know about this student? Are there ways they would need extra guidance before being ready to tutor?

Signature: ___________________________ Date: ______________

NOTE TO FACULTY MEMBER: IF you have additional comments you would like to make, please contact the center director Rachel Liberatore at (610) 921-7854 or RLiberatore@albright.edu. You may return this form to the student in a sealed envelope to include in an application packet, email responses to the director, or send it to Rachel Liberatore (mailboxes in English Department Masters Hall or at the Writing Center in the Administration Building).