

Adams State College
School of Arts and Letters

Work Study Job Description

Work Study Job Title: Writing Studio Tutor

Job Description: If you're interested in meeting new people and making a real difference in their education, read on! Applicants must be good writers and enjoy working with other students individually and in groups; should have finished Communication Arts II (or equivalent) with a B or higher; and must be willing to take direction and to perform clerical and cleaning chores in the Studio, to answer phones, to make appointments, to attend required meetings, and to perform receptionist duties and other duties as assigned. Applicant must be willing to study citation styles, grammar, and composition strategies during scheduled hours at the Studio. Applicant must also be willing to learn and practice different tutoring styles and to assist students with reading skills. Casual but neat appearance and polite demeanor are expected. A sense of professionalism is necessary: students must agree to maintain confidentiality regarding client performance and needs. No tutoring experience necessary—on the job training is always on-going. All majors are welcome to apply!

To apply, please have one recent sample of academic writing and two letters of reference, one of which should be from an ASC professor familiar with your writing and with your work ethic. Candidates who satisfy these requirements will be invited for an interview. Preference given to students who can work both fall and spring semesters and who have the greatest flexibility in scheduling. Hours per week may vary from 4 to 8 or more, depending on the applicant's availability and the Studio's needs. All applicants must qualify for work study.

School/Department: Writing Studio
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