



Position: Writing Tutor

Department: Tutoring Center

Overview: As a member of the Tutoring Center team, the Writing Tutor collaborates with students to develop their writing across disciplines, as well as their skills in other subjects in the humanities. Other subjects are based on the tutor's academic background and comfort level. Writing tutors may also be embedded in developmental reading and writing courses to build connections with Writing Center and to support students one-on-one, in small groups or whole class activities.

Job Duties and Required Competencies:

Career & Self-Development

- **Skills:** Proactive approach to personal and professional learning; awareness of strengths and areas for development.
- **Tasks:**
 - Discuss goals with instructor for your future career objectives throughout the work experience.
 - Articulate your strengths and weaknesses to pursue a career in field.
 - Seek out learning opportunities and complete research as needed.

Communication

- **Skills:** Strong written and verbal communication skills; ability to provide clear and effective instructions.
- **Tasks:**
 - Identify and communicate potential issues prior to student utilizing facility or materials.
 - Communicate with supervisor and students to address needs and meet expectations.
 - Communicate with supervisor after each tutoring session on learning outcomes and challenges with students as necessary.

- Meet weekly with instructor to understand upcoming learning objectives and proposed assignments to prepare in advance of tutoring session.

Critical Thinking

- **Skills:** Ability to analyze and interpret information to make decisions and resolve issues.
- **Tasks:**
 - Collaborate with students and model thinking and processes, such as using course resources, working with others, asking questions, navigating the library, etc. that can support success in class in learning outcomes.

Equity & Inclusion

- **Skills:** Inclusive and equitable engagement with diverse populations; advocacy for inclusion and equity.
- **Tasks:**
 - Work equitably with everyone. Be open to differing opinions and cultural norms from your own.

Leadership

- **Skills:** Creating an environment of working together as team.
- **Tasks:**
 - Maintain a professional attitude at all times.
 - Identify different learning styles that might be beneficial to a student and recognize how to apply various learning methods.

Professionalism

- **Skills:** Effective work habits; acting in the interest of the larger community and workplace.
- **Tasks:**
 - Demonstrate appropriate business conduct at all times.

- Complete projects assigned by the supervisor in a timely manner.
- Uphold PVCC College policies and procedures.
- Arrive to session in advance prepare learning materials if appropriate. Be on time, present and available.
- Maintain record of participation in regular staff development online and in-person.

Teamwork

- **Skills:** Collaborative work within a team; building and maintaining positive working relationships.
- **Tasks:**
 - Interact with students to share knowledge and resources to support learning.
 - Maintain order in the class/lab spaces at all times.

Technology

- **Skills:** Assist and support learning of tech skills and techniques of product.
- **Tasks:**
 - Share working knowledge of the software program(s) available for completing assignments.

Additional Responsibilities:

- Support developmental reading and writing courses as needed.
- Engage in ongoing professional development and training.

Required Qualifications:

- Strong academic background in writing and humanities subjects.
- Demonstrated experience or coursework in teaching or tutoring.

Additional Considerations:

- Ability to adapt to various learning styles and instructional needs.
- Commitment to continuous learning and improvement in teaching practices.

By fulfilling these responsibilities, you will contribute significantly to the academic success of students, enhance their writing and critical thinking skills, and foster an inclusive and supportive learning environment.

**For more information, please contact the Federal Work Study (FWS) Program
Coordinator at federalworkstudy@pvcc.edu**