

Minimum qualifications:

3.0 overall GPA

enrolled as undergraduate or graduate student

writing tutors must have credit for two semesters of Freshman English with a “B” or better

language tutors must be recommended by a faculty member who teaches the language

Application materials:

A Texas state application for employment (available at

http://www.twc.state.tx.us/jobs/gvjb/stateapp_er.html),

two recommendation letters from faculty members, who can discuss your ability and your ability to work with students,

for writing tutors a sample of your written work.

Duties:

Be available ten to twenty hours per week in the Writing Center which is open during regular semesters from 8 a.m. to 7 p.m. Monday, Wednesday, and Thursday, 8 a.m. to 10 p.m. Tuesday, 8 a.m. to 3 p.m. Friday and 2 to 7 p.m. on Sunday.

While in the Center, tutors will tutor students, staff, faculty, and community members, help students log in and out of the center, answer the phone and schedule appointments, instruct clients in how to use the technology in the Center, maintain session reports, edit and proofread documents, lead workshops, create handouts, and participate in meetings.

If you meet the above qualifications, please contact our Director, Diane Dowdey, at dowdey@shsu.edu for further information and an interview.