

## **Writing Center Tutor Position**

Writing Center tutors meet with OC students in one-on-one consultations either in-person or online to offer informed writing advice. In addition to this primary task, tutors act as representatives of the Writer's Block and of good writing on campus.

Tutors must meet the following expectations:

### **Before at the Beginning of the Semester**

- Provide their schedule to the Writing Center Student Director within a week of being emailed before both fall and spring semesters.
- Send the Student Director an image and brief bio at the beginning of the fall term.
- Compose a list of tutoring goals during the first week of classes during each term.
- Post Writing Center flyers on campus at the tutor's assigned location.
- Make at least one announcement per term in one of their classes for the Writing Center.

### **During the Semester**

- Read for, participate in, and attend the weekly professionalizing meeting, scheduled at a time when the tutor said s/he would be available. Absences from meetings should be communicated with the Student Director and/or the Director in advance of the meeting.
- Attend all their scheduled tutoring slots. Planned absences should be communicated in advance with the Student Director and/or the Director.
- Use the Tutor Scheduling system to post their availabilities, cancelations of any appointments and provide feedback on sessions.
- Keep their availabilities update in the Tutor Scheduling system for 4 weeks in advance.
- Provide tutor session feedback for each session in the Tutor Scheduling system within a day of completing the session.
- Submit their timesheets weekly before the 12am Monday biweekly deadline.

### **At the End of the Semester**

- Evaluate themselves in a 250 word reflection at the end of each term, submitted to the Director.
- Meet with the Director at the end of the spring term to evaluate their performance and completion of goals.

### Other Tasks

- Be available to participate in Shut Up and Write.
- Lead one week's professionalizing meeting in the spring term.

Additionally, new tutors must

- Shadow at least two appointments by veteran tutors before they begin tutoring.
- Compose a 250 word reflection of each experience in which they evaluate the strengths and weaknesses of the veteran tutor's tutoring strategies.
- Read and complete exercises in at least 4 chapters from a grammar handbook, to be decided by the Director and the tutor.

Note that failure to meet any of these expectations is grounds for being suspended or dismissed as a tutor.

Additional possible tasks of the tutor include:

- Suggesting ideas for improving the Writing Center
- Leading workshops on specific writing techniques

Tutors should count the following times in their weekly hours:

- All hours spent tutoring, according to the semester's schedule
- The weekly meeting (45 minutes)
- Time spent reading for the weekly meeting (when assigned; a reasonable amount of focused time)
- Time spent working at Shut Up and Write
- Time spent preparing for leading a weekly meeting
- Time spent planning and leading a workshop or other event