

Writing Center Application

WORK EXPERIENCE: If applicable, provide information regarding your last two jobs/positions. Please note that the Writing Center reserves the right to contact all current and former employers for reference information.

Organization 1: _____ Title: _____

Primary Duties: _____

Organization 2: _____ Title: _____

Primary Duties: _____

HOURS OF AVAILABILITY: _____ u _____ should indicate times you are either in class or have another University sanctioned activity, athletic practice, for example. _____ times that are not preferred but during which you are available and have no other University functions _____ during those times which you would most like to work in the Writing Center. W _____ but we will do our best to accommodate your requests.

As a Wayland Writing Center tutor, you will be asked to work evening and/or weekend hours. Would you be willing to do this when required? YES _____ NO _____

P = Preferred

JOB DESCRIPTION, RESPONSIBILITIES, AND EXPECTATIONS: Writing Center tutors are held to a high academic and professional standard. You are a representative of the Writing Center, and you should strive to maintain a professional attitude concerning the Writing Center and the mission of the Writing Center. Remember that the impression that you create with students inside and outside of the

conscious about how you talk about writing and the Writing Center. Remember that what you say, whether positively or negatively, could influence the reputation of the Writing Center.

Tutoring is our highest priority at the Writing Center (WC). While at work, tutors are expected to put tutoring above all other concerns unless otherwise instructed by the director or assistant. There are other operations that tutors will perform to keep the WC running smoothly. In addition to tutoring both face-to-face and online papers and essays, some of these operations may include but are not limited to:

- Helping students with thank you notes
- Assisting in Writing Center workshops
- Answering and transferring telephone calls in a professional manner
- Scheduling appointments
- Some filing/paperwork

REFERENCE FORM: To applicant: Please print your information below and give this form to a faculty member (preferably one that teaches a course for which you had to write a paper/essay-

Applicant Information:

Name: _____

Cell Phone Number: _____ Email Address: _____

Signature: _____ Date: _____

Evaluation: Thank you for helping us with this reference. The applicant is applying for the position of Writing Center Tutor. With your help, the Writing Center can be sure it is selecting the most qualified candidates for the job. Any information you prov
not be reviewed until you return this form. Thank you.

Please evaluate the applicant by checkiby cheEly(c)9(a)-12(n)22(t)-4()-10(by)22()2icavp yobyu cAby32(yo)22(u.)-10()