**Writing Center**  
**Writing Center Tutor**

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<td>G.A. Position:</td>
<td>Writing Center Tutor</td>
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<td>Supervisor:</td>
<td>Dr. Mark O'Connor</td>
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**Job Description**  
The primary job of the graduate assistants assigned to the Writing Center for the regular academic year is to help other SRU students with their writing through one-on-one tutoring and conferencing. When not tutoring, they will post their tutorial reports on the Writing Center database and develop a comprehensive report of their tutoring activities for the academic year. Also, with permission and approval of the director, they will design and/or update Writing Center outreach programs, revise the Writing Center website, and update their own Writing Center web pages.

**Job Functions/Responsibilities**
- Behave in a professional manner while in the Writing Center, adhering to all of the director’s established rules and guidelines, as well as those of the professional staff of the Bailey Library.
- Work with all SRU students on their writing, from prewriting activities through the editing process.
- Work with students on more effectively using the computer as a writing tool.
- Work with SRU faculty and staff on writing projects and presentations.
- Monitor the computer lab on an on-going basis, performing such functions as refilling the printers and staplers when needed, tidying up the room between classes, and checking to make sure that food and drink are not brought into the lab.
- Post tutoring data on Writing Center database and develop a comprehensive report of their tutoring activities for the academic year.
- Continue to develop and improve Writing Center outreach programs.
- Post and update their individual websites.
- Work 17.5 hours per week in the Writing Center or on other related duties.

**Desired Qualifications**
- Graduate Assistants should have a genuine interest in and a proven ability with writing and a strong willingness to help other students work on their writing.
- Graduate Assistants should have recommendations from two sources that speak to their character and written abilities.
- Graduate Assistants should have strong interpersonal skills.
- Graduate Assistants should develop experience collaborating with other students in tutorial settings.
- Graduate Assistants should have experience with word processing programs like Microsoft Word.

Other helpful skills include experience with desktop publishing programs and with web publishing programs.

**Graduate Student Outcomes**
- Graduate Assistant will improve their understanding of English grammar and rhetoric.
- Graduate Assistants will learn to assess student writing in various disciplines, including audience considerations and differing documentation styles.
Writing Center
Writing Center Tutor

- Graduate Assistants will work with the students, one-on-one or in groups, improving their interpersonal communication and rhetorical skills to aid them in business, corporate and academic communication practices
- Graduate Assistants will increase their research skills through working on faculty research requests
- Graduate Assistants, through in-class presentations, will learn to strengthen their group interaction skills as well as bettering their presentational skills
- Graduate Assistants will maintain relationships with University faculty and staff in order to keep instructors informed of student problems, progress and potentials.

Appropriate SRU Graduate Majors

- Only graduate students who can demonstrate strong writing skills are welcome to apply. Students must submit two references who can attest to their writing skills, as well as an academic writing sample. They must also complete a general SRU employment application.

Supervisor’s Expectations

- Graduate Assistants will comply with all established rules and guidelines of the Writing Center and of the Bailey Library
- Graduate Assistants to be on time and to work their full schedule
- Graduate Assistants will notify the director, the chair of the department, and the department secretary if they miss work*
- Graduate Assistants will participate in all training activities and complete all non-tutoring assignments with a high degree of professionalism
- Graduate Assistants remember that the students are their primary responsibility
- Graduate Assistants will be courteous with all student clients, staff, and faculty
- Graduate Assistants will provide informative assessments of student writing, not summative evaluations—that is rating student texts as good or bad or grading those texts in any fashion

*If a student is going to miss a day of work, she or he must notify the director, Dr. Mark O'Connor, the English Department Chair, Dr. Danette DiMarco (724-738-2364 or danette.dimarco@sru.edu), and the English department secretary, Ms. Cathy Saylor (724-738-2043) as soon as possible on the date she or he is absent.

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