Apprentice Director

Qualifications
- Show exemplary tutoring skills for at least two semesters
- Demonstrate dedication to Writing Center goals
- Model strong organizational skills
- Have research experience or aptitude
- Show interest in research and writing programs

Additional Responsibilities
- Present topics at staff meetings as requested
- Assist directors in observing tutors
- Attend and present at regional and national writing center conferences (if invited)
- Participate in the larger writing center community through the Writing Center Listserv
- Research the history of the USU Writing Center and offer ideas for increased effectiveness
- Assist in new tutor training through the ENGL 4910 and ENGL 6820 classes
- Act as a liaison between directors and tutors
- Continue to tutor and experience each role

Advancement Process
- Application for this position is by invitation as directors observe an aptitude and desire for promotion to apprentice directorship

Payscale

Level 1 Advanced Tutor: $9.50-10.00
Level 2 Advanced Tutor: $10.00-11.50
Level 3 Advanced Tutor: $11.50-14.00
Tutor Supervisor: $13-14.00
Apprentice Director: $14.00
Graduate (from Level 2 on): $10-13.00

Questions?
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writing.usu.edu
# Advanced Tutor (Levels 1, 2, 3)

**Qualifications**
- Complete ENGL 4910 (undergraduate) or ENGL 6820 (graduate) with an A
- Master face-to-face tutoring techniques
- Tutor at the USU Writing Center for multiple semesters

**Additional Responsibilities**
- Represent the Writing Center by making presentations in classrooms, workshops, and regional writing center conferences
- Potentially conduct online tutoring sessions (with director's approval)

**Advancement Process**
- Advancement to levels 1, 2, and 3 is correlated to the number of semesters you have tutored at the Writing Center and dependent upon the director’s approval

# Online Tutor

**Qualifications**
- Work one semester as a face-to-face tutor
- Complete ENGL 4910 (undergraduate) or ENGL 6820 (graduate) with an A
- Complete training for online tutoring and receive approval from the director
- Master face-to-face tutoring techniques

**Additional Responsibilities**
- Conduct online tutoring sessions and report those sessions to the director
- Maintain correspondence with the director throughout employment
- Be subject to semi-annual review of work

**Advancement Process**
- Express interest and get the director’s approval
- Tutors who are levels 1-3 may advance to online-only tutors after graduation with director’s approval

# Tutor Supervisor

**Qualifications**
- Tutor for at least two semesters
- Work well with students, tutors, faculty, and staff
- Prove responsibility in finding replacements and completing paperwork in case of absence
- Be available to work large blocks of time at least two days a week for desk duty
- Perform all tasks and duties in the USU Writing Center Supervisor Handbook

**Additional Responsibilities**
- Be capable of presenting material at staff meetings, classroom visits, and workshops
- Have computer knowledge (websites, charts, records, fliers, Excel, etc.)
- Have editing skills for updating materials
- Have creativity for webpages, bulletin boards, and decor
- Be punctual
- Be willing to work some evening hours

**Advancement Process**
- Read the supervisor handbook (available at front desk)
- Schedule an interview with the director
- Bring a letter of application to the director detailing:
  - How long you've been a tutor at the Writing Center
  - Why you're interested in becoming a supervisor
  - What your qualifications are & what you can offer

Visit the “What to Expect” page under “About” on the Writing Center website (writing.usu.edu) to learn more about exactly what online sessions are like.