

Apprentice Director

Payscale

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

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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Advancement Opportunities for Tutors

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

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.

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*
- 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

Additional Responsibilities

- Maintain order, friendliness, and professionalism
- Manage all aspects of supervision outlined in handbook
- Take charge and handle crises fairly and consistently
- Communicate with other supervisors

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