

Tutoring Positions

Beginning Tutor

Qualifications

For undergraduate students:

- Completed ENGL 1010 or equivalent
- Completed ENGL 2010 or have recommendation and current enrollment in 2010
- Advanced skills/applied knowledge in reading and writing

For graduate students:

- Hired as a graduate instructor in USU Writing Program
- Advanced skills/applied knowledge in reading and writing

Application Process

For undergraduate students:

- Apply on CareerAggie (include resume, three references, list of USU English professors, and a writing sample)

For graduate students:

- Apply through the Department of English Writing Program

Responsibilities

- Complete ENGL 4910 during first semester of tutoring (undergraduate) or ENGL 6820 (graduate)
- Observe at least 4 tutoring sessions in first four weeks of tutoring
- Sign up for tutoring hours and complete tutoring sessions
- Follow guidelines in *The Bedford Guide for Writing Tutors* and *The USU Writing Center Handbook of Policies and Procedures*
- Be observed during tutoring by a director and complete a review of work/goals after observation
- Be subject to evaluation by students
- Attend monthly staff meetings

Tutor Supervisor

Qualifications

- Tutored at USU Writing Center for at least two semesters
- Works well with students, tutors, faculty, and staff
- Proven responsibility in finding replacements and completing paperwork in case of absence
- Large block of time available at least two days a week for desk duty
- Able to perform all tasks and duties in USU Writing Center Supervisor Handbook
- Capable of presenting material at staff meetings, classroom visits, and workshops
- Computer expertise (websites, charts, records, fliers, Excel, etc.)
- Editing skills for compiling, updating, and revising handbooks and materials
- Creative ability for web pages, bulletin boards, and Writing Center decor
- Able to take charge and handle crises fairly and consistently
- Able to communicate with other supervisors to complete tasks and make smooth transitions at the desk
- Punctual
- Willing to work some evening hours

Application Process

- Read Supervisor Handbook (available at Writing Center front desk)
- Schedule interview with the director
- Bring a letter of application to the director, detailing:
 - How long you've been a tutor at the USU Writing Center
 - Why you're interested in being supervisor
 - What qualifications you have
 - What you can do for the Writing Center

Responsibilities

- Maintain order, friendliness, and professionalism in all areas of the Writing Center
- Manage all aspects of Writing Center supervision as set forth in the USU Writing Center Supervisor Handbook

Advanced Tutor (Level 1, 2, or 3)

Qualifications

For undergraduate students:

- Tutored at USU Writing Center for one (for Level 1), two (for Level 2), or three (for Level 3) semesters
- Completed ENGL 4910 with an A
- Mastered face-to-face tutoring techniques

For graduate students:

- Tutored at USU Writing Center for one (for Levels 1 & 2) or three (for Level 3) semesters
- Completed ENGL 6820
- Mastered face-to-face tutoring techniques
- Hold a bachelor's degree

Application Process

Beginning tutors may advance to Level 1 Tutors, Level 1 Tutors to Level 2 Tutors, and Level 2 Tutors to Level 3 tutors with director's approval

Responsibilities

- Sign up for tutoring hours and complete tutoring sessions
- Follow guidelines in *The Bedford Guide for Writing Tutors* and *The USU Writing Center Handbook of Policies and Procedures*
- Be observed during tutoring by a director once a semester and conduct review of work/goals after observation
- Possibly present for USU Writing Center in classrooms, workshops, and regional writing center conferences
- Possibly conduct online tutoring with director's approval and send director reports of online sessions
- Be subject to evaluation by students
- Attend monthly staff meetings

Online-only Tutor

Qualifications

For both undergraduate and graduate students:

- Tutored at USU Writing Center for one semester
- Completed ENGL 4910 with an A
- Completed training for online tutoring and is approved by director
- Mastered face-to-face tutoring techniques

Application Process

Level 1-3 Tutors may advance to Online-only Tutors after graduation (or transfer) with director's approval

Responsibilities

- Conduct online tutoring sessions and send director reports of online sessions
- Follow guidelines in *The Bedford Guide for Writing Tutors* and *The USU Writing Center Handbook of Policies and Procedures*
- Correspond with director throughout employment
- Be subject to semi-annual review of work/goals
- Be subject to evaluation by students
- Attend monthly staff meetings if possible

About Us

Apprentice Director

Qualifications

- At least two semesters of experience in the USU Writing Center as an exemplary tutor
- Dedication to Writing Center goals (as seen by directors)
- Organization skills
- Research experience or aptitude
- Interest in research and writing programs

Application Process

- By invitation as directors observe an aptitude and desire for promotion to apprentice directorship

Responsibilities

- Continue to tutor in USU Writing Center face-to-face and online (if requested by directors)
- Attend staff meetings each month and present topics of importance (as requested by directors)
- Assist directors in observing tutors
- Attend and present at regional and national writing center conferences (if invited)
- Participate in the larger community of writing centers 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 liaison between directors and tutors
- Experience each role of the Writing Center (tutor, person being tutored, supervisor, director of projects)

Pay Scale

New Tutor: \$9-9.50
Level 1 Advanced Tutor: \$9.50-10
Level 2 Advanced Tutor: \$10-11.50
Level 3 Advanced Tutor: \$11.50-14
Tutor Supervisor: \$13-14
Apprentice Director: \$14
Graduate (from Level 2 on): \$10-13

At the USU Writing Center, our main goal is to help students become independent writers for life. We strive to:

- teach students to implement writing concepts discussed in class
- cultivate skills students need to create effective documents
- increase the confidence of student writers

Ray B. West, Room 104

Monday–Friday 8:30 am–3:30 pm
Monday–Thursday 7:00 pm–9:00 pm

Library Writing Center, Room 162

Monday–Friday 9:30 am–4:30 pm

Science Writing Center, ESLC 044a & b

Monday, Wednesday, Friday 11:30 am–3:30 pm
Tuesday, Thursday 8:30 am–1:30 pm
Monday–Thursday 5–7 pm

Cache Valley Community Writing Center

Logan Library, Bridger Room
Wednesday 5–7 pm

Contact Information

- Phone: (435) 797-2712
- Fax: (435) 797-8603
- Email: usuwritingcenter@gmail.com
- Website: writing.usu.edu

Director

Star Coulbrooke
• (435) 797-3853
• star.coulbrooke@usu.edu

Associate Director

Susan Andersen
• (435) 797-2726
• susan.andersen@usu.edu



Create

Teach

Grow



Find out what you can accomplish working at the USU Writing Center!