

Employment Opportunity: University of Delaware Writing Center Graduate Writing Tutor

The University of Delaware Writing Center is hiring Graduate Writing Tutors from across all College of Arts & Sciences graduate programs to provide individual writing support for UD graduate students. The role of Graduate Writing Tutor (GWT) is supplemental employment, not a full GA or TA appointment; GWTs work 3-5 hours a week according to their interest and availability. A position as a graduate writing tutor supplements the CV of a graduate student, regardless of area of study, by offering extra experience in writing, teaching, and mentoring. GWTs report gaining a deeper understanding of writing processes, genre, and audience, as well as differences in research and writing across disciplines; these insights strengthen their own research, writing, and teaching practices.

Job description

Graduate Writing Tutors are primarily responsible for providing individual support for University of Delaware graduate students' composition of a wide variety of texts including projects for graduate course work, thesis and dissertation projects, articles for publication, and professional materials like CVs, applications, and cover letters. A tutoring session involves assessing students' writing needs, prioritizing among those needs, providing appropriate scaffolding to address the students' learning needs, and assessing the effectiveness of the tutoring session. Graduate tutors work 3-5 regularly scheduled hours per week at a rate of \$20 per hour. Additional responsibilities include participating in staff development meetings and writing center initiatives for graduate student writers like workshops and writing groups.

Essential functions

Graduate Writing Tutors will:

- Before beginning to tutor, complete 8 hours of paid training in individual writing support at the graduate level.
- Provide individual support 3-5 hours per week for students working on writing or multimodal projects
- Work with both scheduled students and drop-ins
- Consistently and properly document student contact in WOnline
- Follow policies and procedures for at-work behavior, shift coverage, etc. as detailed in the staff handbook
- Participate in staff development meetings when requested (typically, 3 per semester)
- Cooperate with office assistants to ensure that the writing center is a

- welcoming environment for students
- Respond to feedback on their tutoring practices and complete self-evaluation activities each semester
- If interested:
 - Facilitate workshops on writing related topics
 - Apply to tutor during winter and summer sessions

Requirements to be considered for a Graduate Writing Tutor Position:

- Applicants must be a graduate student in good standing (PhD student preferred), enrolled in a graduate program within the University of Delaware College of Arts & Sciences
- Applicants must be authorized to work 3-5 hours per week in addition to any fellowships, TA or GA obligations in their department
- Applicants must demonstrate proficiency in writing at the graduate level and an interest in teaching writing

Application Details for Fall 2023:

Please complete your application by July 28, 2023. Training will take place online during the weeks of August 14-18 and 21-25. GWTs begin tutoring on the Newark campus the week of September 4.

Your application should include:

- A cover letter that details your program of study, your status or progress in the program (Have you finished course work, completed exams, etc.) and experience teaching, experience writing at the graduate level, and how you feel this position will contribute to your academic and professional goals.
- A current CV
- One writing sample from a PhD level course

Applicants can apply through UD's Handshake platform,
<https://my.udel.edu/task/all/bluehencareers>; Job #7986270

Or they may directly email Writing Center Director Jennifer Follett at jfollett@udel.edu with their materials attached.