

## Application for Writing Center Tutors

**Job Description:** Writing Center tutors will approach writing as a process, and will help writers to work on the cognitive issues of focus, tone, organization, and development before dealing with other paper issues. Tutors should be people who really want to listen to their peers in order to help them develop ideas in a way that will effectively communicate purpose. Tutors will help to reinforce the ongoing learning process through vibrant discussions of student writing.

### Requirements for Application:

- Sophomore, Junior, Senior status with a GPA of 3.0.
- A writing sample. The writing sample should be a paper that you have written for another class that you feel good about; it should not be a piece of creative writing, but rather a formal essay.
- A letter of application. This letter should address why you want to tutor and should also introduce your writing sample.
- A completed application form.
- Good oral communication skills and a positive attitude about helping other people.
- A strong ethical character and a sense of responsibility.

### Responsibilities:

- Basic Responsibilities:
  - Tutor students
  - Write conference summary forms clearly and concisely, and file them in an orderly, easily accessible way.
  - Attend training sessions and seminars. (This will require you to read some materials about tutoring.)
  - Punctuality about work, meetings and reporting off sick

Name \_\_\_\_\_ CMB# \_\_\_\_\_ Local Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_ E-mail \_\_\_\_\_

Major field of Study \_\_\_\_\_

GPA in major \_\_\_\_\_

Academic Status \_\_\_\_\_ Overall GPA \_\_\_\_\_

### Educational Background:

High school \_\_\_\_\_ Graduation date \_\_\_\_\_

Other colleges/universities attended?  
\_\_\_\_\_

**Have you received a certificate or degree?** \_\_\_\_\_

**If yes, what major?** \_\_\_\_\_ **Which school?** \_\_\_\_\_

Please attach a letter of application and a writing sample to this form. Your letter should introduce yourself, your reasons for wanting to be a tutor and your writing sample.

**Work Experience (paid or volunteer):** Please list below employer, duties, dates, supervisor's name and phone number.

1.

2.

3.

(Continue on a separate sheet of paper, if necessary.)

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**List Three Faculty References:** Please list only faculty members for whom you have written papers. Include subject and office phone number.

1.

2.

3.

Return this application form to:  
Krisann Muskievicz, M.A.  
Director, Writing Center  
208 Dickey Hall  
Phone: 830.792.7254  
Fax: 830.896.3232  
email: kemuskievicz@schreiner.edu