Position Title: WRITING TUTOR  
Office/Department: Writing Center  
Location: San Antonio main campus  
Work Status: Temporary (6-15 hours per week)  
FLSA Status (Exemption Category): Non-Exempt  
Reports To: Writing Center Director  
Supervisory Responsibility: n/a  
Created/Revised by (Date): Mary Francine Danis 12/17/09  
Approved by (Date): Phillip Vargas  

Job Summary:  
Provide tutoring services in writing: work with students in areas such as writing processes, grammar, structure, and documentation of sources. Daily work schedules must last a minimum of two successive hours. Evening and weekend work available. Report to the Director of the Writing Center. Maintain accurate and updated records of all tutoring activity.  

Essential Functions:  
1. Effectively tutor students in order to increase their understanding of assignments and writing processes, with the aim of guiding them to improve their academic performance.  
2. Maintain accurate and updated records of all tutoring sessions.  
3. Attend all tutor meetings and training sessions.  
4. Report concerns and other relevant information to Writing Center director.  
5. Communicate with OLLU professors, as directed by supervisor.  

Additional Responsibilities:  
1. Develop training materials as directed.  
2. Participate in professional development sessions.  

Knowledge, Skills, and Abilities:  
1. Excellent skills in oral and written communication, as demonstrated in writing samples, interview, and mock tutoring session.  
2. Ability to assist students in becoming self-directed, independent learners.  
3. Ability to present course material in an easily understood and interesting manner.  
4. Ability to exhibit a positive attitude and reinforce tutees’ successful endeavors.  
5. Ability to communicate effectively with the tutee, including possessing effective listening skills.  
6. Ability to learn and implement effective tutoring techniques, including strategies for working with students for whom English is an additional language.  
7. Ability to work 6-15 hours per week.  
8. Ability to self-direct and act responsibly during unsupervised tutoring sessions.  
9. Ability to assist students with MLA and APA citation.  
10. Ability to work with students of various educational levels, from first-year college to doctoral students, and with writing assignments in wide variety of subjects.  

Education and Experience Requirements:  
1. Bachelor’s degree required, preferably in English or related subject; at least 12 hours toward master’s degree preferred.  
2. Experience in tutoring or teaching preferred.  

Applicant deadline: Open until filled  

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