

Student Employment Opportunity

UNBC Academic Success Centre

Writing Tutor

Writing tutors conduct one-to-one, drop-in, and online sessions with students from a variety of disciplines and backgrounds, as well as facilitating workshops. Writing tutors help students to, amongst other things: generate ideas; organize thoughts; develop grammar, punctuation, and vocabulary skills; revise, edit, and polish writing drafts; and use various citation/referencing styles. You will be trained in peer leadership, learning strategies, tutoring methods, and how to analyze formal academic writing. The combination of training and experience associated with this position leads to tutor certification through the International Tutor Certification Program of the College Reading & Learning Association (CRLA).

Although previous tutoring experience is not essential, you will possess the following requirements and qualifications:

- Must be a UNBC student returning to UNBC for the full 2016-17 academic year
- A minimum of 60 hours earned toward a Bachelor's degree
- A "B" or better grade point average
- A good writer with a sound understanding of the technical aspects of writing, such as grammar and punctuation
- An interest in writing and reading across the disciplines
- Above-average interpersonal skills and cross-cultural sensitivity
- Available for initial and ongoing tutor training (all tutors **must** attend)
- Proficiency with one or more citation/referencing styles (APA style would be helpful)

You will work approximately 4-6 hours per week when classes are in session. The position pays \$12 per hour for undergraduate students or \$14 per hour for graduate students.

Qualified and interested individuals should submit the following to the Academic Success Centre via email to asc@unbc.ca or in person:

- A cover letter stating declared major, any minors, course of study, and why you believe that you would make a good tutor
- A resume including your current contact information, and the name of two faculty members who will act as references
- Two samples of your academic writing
- Your current academic (unofficial) transcript

Short-listed applicants will be contacted for interviews. The posting will remain open until filled.

Academic Success Centre (ASC) 960-6367
Room 10-2584 (Teaching & Learning Building)