

2017-18 | Graduate Assistantship | position description

<u>Assistantship</u>	THE WRITING CENTER: Graduate Peer Tutor
<u>Start date</u>	September 7, 2017 — start of Fall term 2017
<u>End date</u>	May 16, 2018 — end of Spring term 2018
<u>Supervisor</u>	Meredith Barrett, Assistant Director, Writing Center, 401-454-6486, mbarrett01@risd.edu

Eligibility | Overview

The Writing Center has several Graduate Assistantship peer tutoring positions available to all graduate students for the 2017–2018 academic year.

Description

The Writing Center is both an academic support service for all RISD students and a resource for those who appreciate the significance of writing in the context of art and design. We provide free peer tutoring in writing as well as public speaking and visual communication. Our tutors are a community of engaged, generous, collaborative thinkers who love working with fellow students from across the college.

Peer tutors meet for one-on-one sessions with all kinds of writers (confident, concerned, or in between) to consult on any kind of writing (academic, professional, personal, etc.) at any stage of the process (from brainstorming to drafting to revision). Students come in for feedback on grammar, organization, clarity of argument, and any other concerns. While an individual piece of writing is generally the focus of a tutoring session, our ultimate goal is to help students become aware of and engaged in their writing processes over time.

See our website, risdwritingcenter.com, to learn more.

Knowledge | Skill Set

- Strong writing skills and an ability to read closely, listen carefully, and question effectively
- An appreciation for writing, an ability to focus intently, and an easygoing manner
- No prior tutoring experience is necessary
- All tutors take part in ongoing training focused on both theory and practice of writing center work
- All tutors are cross-trained to work with public speaking
- Students in the Graphic Design department may also tutor in Visual Communication (if interested, please include your website or other work samples in your application)

TO APPLY

Please e-mail a short letter of interest, your résumé, an academic writing sample, and two academic or professional references (names and contacts, *not* recommendation letters) to: Meredith Barrett, Assistant Director, at mbarrett01@risd.edu.

Interviews are ongoing throughout spring and summer. Positions will remain open until all are filled, no later than August, 2017. Early applications are encouraged.

Tutoring schedule is between 4 and 8 hours per week, plus 21 hours of training, all paid at \$22/hour. Schedules and amounts for the full academic year (FA, WS, SP):

- 8 hours/week plus training time = \$5,566
- 6 hours/week plus training time = \$4,290
- 4 hours/week plus training time = \$3,014

Call or email if you have questions in advance of applying: 401-454-6486; mbarrett01@risd.edu