



## Undergraduate Peer Tutoring Positions

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The Writing Center has several tutoring positions available for the 2017–2018 academic year.

### Job Description

The Writing Center is both an academic support service 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 in 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.

Tutors participate in 21 hours of (paid) training and development throughout the academic year. All tutors are cross-trained to work with public speaking; those in the Graphic Design department may also tutor in visual communication (if interested, please include your website or other work samples in your application).

Tutors work between 4 and 8 hours per week plus paid training sessions for the full academic year (FA, WS, SP). This is a Level IV position (\$9.90/hour).

### Qualifications

We look for strong writers, readers, and listeners with experience writing in various genres, including college level academic essays. Strong candidates enjoy working in groups and peer-review, and can articulate the qualities of strong writing as well as their own writing processes. No prior tutoring experience is required.

### How to Apply

Please send our Coordinator, Meredith Barrett ([mbarrett01@risd.edu](mailto:mbarrett01@risd.edu)), the following:

- a short letter of interest
- your résumé
- an academic writing sample (something analytical and/or argumentative is most helpful; additional samples in other genres are welcome)
- names and contacts for two academic or professional references (not letters of recommendation)

The hiring process begins in April of 2017. All openings will be filled by the end of August 2017; early applications are encouraged.

See [risdwritingcenter.com](http://risdwritingcenter.com) to learn more about us.

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