

## **Undergraduate Tutor Job Description** *(last revised 12/31/13)*

### WELCOMING WRITERS AND OTHER VISITORS

One of the first jobs you'll ever have at the writing center is welcoming new writers. Often writers come in feeling frustrated about writing or unsure about sharing their writing. Your job is to greet them right away and help create an atmosphere where they feel welcome. Our location in Raynor Library means that we have a lot of traffic coming through. Often people will wander in, on their own or in tour groups, and will want to know more about the writing center. Please share your expertise and exuberance with these new visitors.

### INFORMED TUTORING

Whether you are an undergraduate who has taken the tutor-training course, or a graduate student who has participated in the grad student tutor education seminar, your job is to be an informed tutor. When possible and appropriate, you will employ non-directive techniques to help writers achieve their own goals. But, you will also make reasonable decisions about where to steer writers during the session and about when to be more directive.

### ADMINISTRATIVE STUFF

Be sure to take the time during your shift to fill out conference records via WOnline.

You will also be asked to take appointments and check the voicemail when you are on shift and there is not a receptionist on shift to do this.

You will also be asked to keep your tutoring sessions confidential and only discuss them within the space of the writing center and staff meeting. As graduate students, you may be tempted to talk to a peer instructor about one of their students. This is absolutely unacceptable.

### STAFF MEETINGS

You are expected to attend and participate in weekly staff meetings (Fridays at noon). The staff meetings are a great way to share your ideas and the expertise that you've gained with each additional week of tutoring. If you are unable to make it to a staff meeting, please contact the Director or the Assistant Director in advance.

### MENTORING

Both graduate and undergraduate tutors are asked to take on an additional job—role model. Graduate students who have successfully navigated through undergraduate coursework can be vital assets to the undergraduates on staff as well as those you tutor. Experienced undergraduate tutors can share their experiences and strategies with new graduate student tutors. All members of staff should be ready and willing to share their knowledge, while respecting the opinions and experience of our colleagues.

All new tutors shadow experienced tutors—undergrads through the formal mechanism of the Writing Center Internship during spring semesters, grad students through the more informal mechanisms of the grad student tutor education seminar. Think of your mentoring work as a way to gain leadership/administrative skills necessary to a career in academia and beyond.

Above all, tutors should be enthusiastic about their time in the writing center and pass that enthusiasm on to other tutors and writers.

#### OTHER DUTIES AS NECESSARY

Because we have an ambitious mission, we often need staff members to step up and help out. You may be scheduled to do a “class visit.” You may be asked to help out with a workshop for writers or faculty or to help plan and lead a staff meeting. You may be invited to participate in interviews for hiring new tutors and/or reception staff. You may need to answer phones or greet writers at the front desk when we don’t have a reception staff member present. We try always to respect the time and boundaries of staff members, but we hope you will also lean into the flexible work of the writing center.