Job Description: Writing Desk Tutor

Introduction:
The Writing Desk is one of the services of the Academic Support Center (ASC). It is staffed by 25-30 student tutors and one professional writing specialist. Writing Desk Tutors provide writing help for all St. Olaf students who wish to develop as writers. Support is process-oriented, rather than product-oriented, with the focus on the writer, rather than on the assignment. Our goal is to help writers develop critical thinking, creativity, and intuition and to give them writing and revision strategies and tools that they can apply to more than just one piece of writing.

Writing tutoring is broad and varied. Tutoring often includes helping with reading assignments, understanding writing assignments, and addressing concerns ranging from anxiety to language acquisition, in addition to actual writing. Tutors work with St. Olaf students from every class year and in most disciplines. Many of these students speak a language other than English at home, some are underprepared students, and some are students with learning disabilities.

This position is highly sought after and competitive. Writing Desk Tutors gain valuable experience and, after graduation, often obtain teaching assistantships for graduate school, or positions in communications, marketing, teaching, social work, management, editing, and publishing. Tutors have, or may create, leadership opportunities within the ASC to further develop their skills and interests. Successful tutors meet or exceed the high expectations of the students, faculty, librarian and professional staff with whom they interact by being responsible and thoughtfull in their work. Writing Desk Tutors, as employees of St. Olaf College, represent the college and uphold its mission and standing.

Qualifications:
- Tutors must have exceptional writing and verbal skills.
- Tutors must be critical thinkers with a solid understanding of what constitutes effective academic writing.
- Tutors must be articulate, patient, comfortable working with peers, and sensitive to the struggles of writers of all abilities and backgrounds.
- Tutors must be self-motivated, self-directed, and highly accountable.
- Writing Desk Tutors may major in any discipline. (We strive to represent as many disciplines as possible.)
- Applicants may apply without having a need-based work award.

Hiring and training:
Hiring takes place during Spring. Training begins in summer with reading assignments, and on-campus training takes place over two days during Week One (including Labor Day). New hires may also shadow experienced tutors, and ongoing training occurs through participation in staff meetings and mentor groups. Mentor groups, led by experienced tutors, meet weekly to troubleshoot problems, discuss assigned readings, and develop writing workshops and web pages. We strongly prefer that once you train to be a Writing Desk Tutor, you continue to work each year, provided you meet all expectations, until graduation from St. Olaf. Returning tutors help train and mentor new tutors.

The time commitment required for this position is 4-8 hours per week, plus additional time for staff meetings (30-45 minutes per week). In addition, tutors absolutely must be available via email for communication with supervisors, faculty and ASC staff. The Writing Desk is open every day during Fall and Spring: Monday-Thursday 10am-10pm, Friday 10am-5pm; Saturday 11am-5pm; Sunday 1-10pm.

As students themselves, tutors have a range of demands on their time, including classes, study time, commitments to sports, music related activities, and in some cases, other jobs on campus. Please consider all of this before committing to work as a Writing Desk Tutor, and please discuss your situation with your supervisors in order to prevent misunderstanding or conflict.

To apply, submit a writing sample to BreAne Hampsher (hampsher@stolaf.edu) AND complete the application form.