



### Job Description

Job Title: Writing Consultant	
Division/Department: Student Success Center	Location: Student Success Center
Reports to: Morgan Thompson	Title: Dean of Student Success

Position Type: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Hours worked Per Week: 5-20
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**POSITION SUMMARY:** This person is responsible for providing individual writing tutoring, either electronically or in person, to students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Meet with students on a one-on-one basis to provide learning assistance related to writing
- Provide feedback on writing assignments
- Help students engage in the writing process
- Assist students in properly formatting a paper in the designated documentation style
- Assist students in avoiding plagiarism and properly citing sources
- Collaborate with and encourage the use of additional Student Success Center resources
- Attend tutor training sessions or meetings as required by the supervisor
- Arrive on time and prepared for each assigned session
- Conduct each session in a conscientious, professional manner
- Help students become independent learners
- Complete and return all required paperwork to the SSC Office
- Notify supervisor of any concerns about students

Hours will be based on student demand and may change from week to week.

**SUPERVISORY RESPONSIBILITIES:** NONE

**QUALIFICATIONS:**

- Minimum College CGPA of 3.0
- Excellent oral and written communication skills
- Ability to work with students from varied backgrounds, age groups, and skills levels
- Appropriate level of responsibility, reliability, punctuality, and assertiveness

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree recommended

**COMPUTER SKILLS:** Microsoft office proficient

**LANGUAGE SKILLS:** Excellent English. Must be an excellent writer. Proficient at MLA and APA Documentation and Formatting

**REASONING ABILITY:** High level reasoning skills are necessary