COLLEGE WRITING CENTER
Education Grad Tutor

GRADUATE ADVANTAGE PROGRAM

CWC GRADUATE TUTOR FOR Education students (or “Education Grad Tutor”)
The Potsdam College Writing Center (CWC) has a GA Partial position for a graduate student to coordinate tutoring for and provide writing tutoring to education and community health students. The position could run for fall semester at 16 hours per week or two semesters at 8 hours per week, during weekday hours 10am until 5pm. (Some evening hours might be negotiated.) This position is known as “Education Grad Tutor.” This position pays a tuition remission of $4,250 and a stipend of $1,000. The Education Grad Tutor will work under the supervision of the CWC Director and Assistant Director. The duties include, but are not limited to, the following, and training will be provided.

Tutoring: The Education Grad Tutor will be a model tutor, using the active listening, questioning, and coaching techniques that represent current best practices in peer tutoring of writing. The Education Grad Tutor will not be an editor or proofreader, but provide individualized instruction while helping clients to build their own skills and make their own decisions about their writing.

Coordinating: The Education Grad Tutor will coordinate the CWC role in STP (Sustained Tutoring Program for education and community health students), keeping track of referred clients’ visits and mentoring undergraduate tutors who are working with them.

Supervising and Mentoring: The Education Grad Tutor will work as a shift supervisor while in the CWC, responsible for overseeing daily activities and supervising undergraduate tutors and reception desk staff.

Position Qualifications
The Education Grad Tutor position normally requires initial certification in a teaching area, although exceptions could be made for very strong candidates. The position requires substantial writing, speaking, and critical thinking skills that will allow the GA to function as a capable tutor and leader. Additional assets sought in applicants include:

- Strong academic writing skills, including proven success in Education and/or Community Health coursework, preferably at Potsdam. Teaching or tutoring experience preferred.
- Excellent rapport with undergraduates and sensitivity in communication.
- Maturity and responsibility to serve as role model and professional colleague.
- Goal-oriented and independent, yet appreciative of the strength of a team and the need to consult.
- Patience with ongoing training and supervision while carrying out a new and challenging program of tutoring.
- Interest in writing instruction in any form of education.

Interested candidates should submit an application through the Center for Graduate Studies by June 30, 2016. All questions should be directed to Jennifer Mitchell, at mitchejk@potsdam.edu or 315-267-2785.