Methodist College

Writing Tutor- Center for Student Success (CSS)

Position Description

Writing Tutors assist students in being successful with the general education and nursing writing requirements and the use of the American Psychological Association (APA) requirements.

Job Requirements:

Education: Sophomore standing or higher at Methodist College and currently in good standing; successful completion of English 101 &102 with A grade of A or B in the selected course(s) ; 3.0 or above cumulative GPA preferred.

Experience: Experience in tutoring or teaching preferred. Basic level computer skills, including experience with D2L and MS Word programs. Ability to maintain confidentiality according to FERPA guidelines and Methodist guidelines.

Reports to: Director of the Center for Student Success

Responsibilities:

- Supervises and maintains the Center for Student Success (CSS) during work hours.
- Assists students who require writing assistance through one-on-one tutoring sessions.
- Tracks student visits and enters data in a timely manner.
- Maintains current knowledge and application of writing according to the APA and MLA writing style requirements.
- Provides tutoring, writing reviews, and other activities designed to help students with academic and professional writing.
- Collaborates with the Director and the Writing across the Curriculum Coordinator to ensure student and faculty needs are being addressed accurately.
- Maintains the security and cleanliness of the CSS and monitors student use of the facilities.