

## Dalhousie Writing Centre

The Dalhousie Writing Centre has openings for a limited number of Student Writing Tutors. Student writing tutors must be currently enrolled in a Dalhousie graduate or professional school program. Strong senior undergraduate student writers are also sometimes considered.

Applicants from all academic fields are encouraged to apply; writing tutors are expected to work with students from any discipline from the perspective of a strong academic reader and writer, but the Writing Centre makes a special effort to recruit tutors from a variety of backgrounds and disciplines so that it can offer services to students who come from different disciplines and programs. (Please note this means you can be a very good candidate and not be selected for an interview at this time because there are tutors already representing that field; however, we will respond to every applicant.)

Writing tutors help students adapt to disciplinary conventions, understand strategies for writing various genres, and produce better written work. The major focus is student writing development, and not document/assignment fixing or editing, to assist students achieve success in their academic writing and grow in writing independence.

### ***Responsibilities***

#### *Tutoring duties*

- Conduct consultations with students in a supportive, kind, and professional manner, during both online and in-person appointments
- Offer advice on the writing process, understanding assignments, grammar, documentation (citing appropriately), good practices for writing success at university, etc.
- Complete online reviews of written documents in a timely and professional manner
- Refer students to additional campus services if requested or indicated (e.g., Dalhousie Libraries, Studying for Success, Career Services)
- Record well written, accurate notes on reviews and consultations
- May be asked to offer instructional workshops or presentations, or assist staff members or senior tutors with class presentations or small group activities

#### *Additional duties*

- Actively participate in the tutor training/professional development program

- Learn more about writing theory and practice, especially writing done in other fields
- Learn more about strategies for writing, organization of material, and common grammar and punctuation mistakes
- Stay connected to the staff and other tutors both in-person and through our Brightspace, Teams, and email (including replying to emails in a timely manner as appropriate)
- Support other tutors and staff in the Centre (we are a community of practice) by:
  - Engaging in discussions on writing theory and practice
  - Sharing or writing articles or website material on writing issues or pedagogical issues that could inform other tutors
  - Assisting with booking student appointments or other admin tasks where needed
  - Participate in orientations and other promotional activities when requested

### **Qualifications**

- Excellent written and oral communication skills in the English language ("A" range marks especially in writing courses). Multilingualism is an asset, but not required.
- Solid understanding of writing issues **and** the ability and willingness to grow in your understanding of these issues (the writing process, disciplinary writing, grammar, academic integrity practices, and appropriate citation methods)
- Ability to actively listen and have empathy
- Familiarity with the theory of writing instruction (and/or open to the discussions and learning on the topic)
- Excellent time management skills and ability to work in a team and independently
- Experience as a tutor, teaching assistant, or teacher considered an asset
- Experience with multilingual students' written work considered an asset
- Strong computer skills (e.g., Excel, Brightspace) considered an asset

### *Hours and pay rates*

Pay is based on degree level completed (or in progress) and tutors work between 4 and 10 hours/week.

Senior undergrad level: \$14/hr + 4% vacation pay

Masters level: \$15/hr +4% vacation pay

PhD level: \$20/hr + 4% vacation pay

*Please apply with a resume, (unofficial) transcript, and writing sample (which may be a cover letter) by email to*

Janice MacDonald Eddington

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Coordinator and Writing Advisor,  
Dalhousie Writing Centre

Thank you