SAINT MARY'S UNIVERSITY
WRITING CENTRE &
ACADEMIC COMMUNICATIONS

On-Campus Employment for Saint Mary's Writing Centre and Academic Communications

Writing Tutor (Casual)

The Saint Mary's University Writing Centre and Academic Communications is seeking applicants for the position of Writing Tutor.

The Writing Centre invites applications who
- Have demonstrated writing and/or language tutoring experience.
- Have demonstrated experience working with students.
- Have demonstrated knowledge of academic writing practice.
- Can commit up to 17.5 hours per week (including evening and/or weekend shifts).
- Those with second-language instruction skills (EAP, ESL, L2) and advanced degrees will be given priority.

Responsibilities include:
- Tutoring students in developing improved writing, reading, and communication strategies;
- Participating with co-workers in workshops on elements of writing, regular staff meetings, and periodic training workshops;
- Researching and developing writing aids;
- Assisting in the day-to-day running of the Writing Centre and related duties as assigned.

Benefits
- $20.00 per hour.

Application may be submitted electronically to writing@smu.ca or in person to Writing Centre, Burke 115. Please include the following:
- A cover letter and resume;
- Two samples of academic writing;
- Three references, one being academic

Job Description:
The Writing Centre and Academic Communications at Saint Mary's University is part of a larger writing initiative that aims to improve academic communication skills of all SMU students. The philosophy of the centre is to work with students on the intellectual and practical processes of writing, reading, and communication. As such, a writing tutor is responsible for the holistic issues of academic writing development, organization, critical thinking, argument, and coherence. This includes, but is not limited to, sentence and paragraph structure, grammar rules, internal logic, thesis development, critical analysis, citation formatting, and forms of academic writing (e.g., lab reports, business reports, and essays). A writing tutor must be able to demonstrate excellent communication and interpersonal skills, as well as strong teaching and presentation expertise. Further, a writing tutor must be able to demonstrate excellent writing and reading ability and analytical skills. As well, a tutor must be able to respond quickly and efficiently to the writing needs of all students of every skill level, and from all faculties.

All tutors are required to have a moderate proficiency in office management skills and computer skills with database programs and MS Office products.

Competition closed August 20, 2018.