

**Holy Cross College**  
**Student Employment**

**Title:**           **Writing Center Tutor**

**Department:** English

**Supervisor:** Dr. Christopher Scheirer

**Email:**         [cscheirer@hcc-nd.edu](mailto:cscheirer@hcc-nd.edu)

**Schedule:**     Approximately 6 – 8 hours per week to be determined with the supervisor.

**Rate of pay:** \$8.50 per hour

**Location:**     Vincent Hall – Writing Center

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**Job Purpose:**

Writing Center tutors serve in the writing center by providing assistance to students, and writing center staff. We provide a professional work environment that teaches responsibility, commitment, and a strong work ethic. As a Writing Center Tutor, the Students will demonstrate commitment to continuous improvement by developing and sharing their writing knowledge. Preference will be given to students with positive faculty recommendation and/or background in writing.

**Essential Job Duties**

- Maintain accurate attendance records
- Greet students upon their arrival and directs them to appropriate tutors
- Answer student questions, review student work
- Assist students by explaining writing concepts and/or overseeing their progress
- Maintain a learning environment by monitoring noise and use of facilities
- Work on special projects as assigned
- Keep supervisor informed of needs of students
- Perform other duties as assigned

**Minimum Education, Skills and Abilities:**

- Must possess demonstrated writing skills
- Must be dependable with a good work ethic
- Ability to work effectively with a diverse student population