Academic Reading and Writing Tutor

POSITION DESCRIPTION
The Academic Reading and Writing Tutor will provide individual and small group tutoring to students in the research and writing center assisting 9th grade high school students. Assist students in reading, writing and other literacy-based skills in cooperation with the teaching staff. Tutors are responsible for conducting workshops and participating in continuous improvement projects that may involve assessment and research. Tutors are encouraged to become involved in writing center-related projects such as conferences, presentations or other opportunities. Other assistance might include: conduct basic research for high school writing, determine credibility of a source, analyze perspectives of a variety of sources to form one’s viewpoint, cite sources properly, and write clearly and concisely. Tutors will work with graduate assistants to learn how to successfully work with students.

RESPONSIBILITIES

- Up to 20 hours a week; 8-11:30 and 12:00-3:30 M-F at ASU Preparatory Academy Phoenix, 7th Street and Fillmore (schedule can be flexed to accommodate class schedule and consistent coverage of Center)
- Tutors must commit to work at least one semester and are encouraged to stay longer, if possible
- Complete a tutoring log for each student following each session

SUPERVISION RECEIVED
The Academic Reading and Writing Tutors will be supervised by the Dean of Students in conjunction with the Technology Specialist.

QUALIFICATIONS

- Must have an Arizona Fingerprint Clearance Card
- Must have taken and passed English 101 or higher
- Have the ability to read and write English well
- Have good communication, listening and organizational skills
- Successfully complete orientation and tutor training
- Responsible, dependable, honest and mature
- Friendly, patient and sensitive to a diversity of students
- Must be punctual and have a professional appearance

HOW TO APPLY:

Fill out a classified application by going to www.asuprep.asu.edu. In addition, submit a resume, letter of interest and 3 references to Erica.N.Brown@asu.edu with subject line: Academic Reading and Writing Tutor or General Academic Tutor. Deadline to apply: August 19, 2011, 11:59pm. Qualified candidates will be called in for an interview.