

The Writing Center is building a pool of educators interested in employment as Writing Center Professional Tutors to work Fall and Spring semesters. Professional tutors are classified as Professional Tutor (the '18-'19 hourly rate is apx. \$24.60). Hours vary and typically range from 4 to 12 hours per week (sometimes more). Employment is based upon budget, Writing Center needs, and job performance as a Writing Center tutor.

Please note that the process from initial application to hiring decision can take several weeks.

Qualified applicants should submit applications to:

Michael Grubb, MS#61  
Broome Community College  
PO Box 1017  
Binghamton, NY 13902

PLEASE NOTE: This application is strictly for use within the Writing Center. Applicants without concurrent employment by SUNY Broome Community College will also be required to complete the school's employee application process once the Writing Center has decided to extend an offer of employment.

**Qualifications:**

To be considered for employment as a Writing Center Professional Tutor, applicants must have a graduate degree (MA, MAT, or Ph.D.), preferably in Composition, Comp. Lit, or English. (Those holding advanced degrees in other fields will be considered if they can demonstrate a history of strong involvement in writing and pedagogy; rarely, relevant life experience will be considered as compensating for a lack of graduate level scholarship.) Additionally, successful candidates will have:

- Completed coursework in pedagogy/tutoring
- Prior tutoring and/or teaching experience
- Commitment to helping others and an affinity for collaboration
- Willingness to listen and ability to communicate ideas clearly
- Nonjudgmental, patient, and supportive attitudes
- Ability to engage in reflective practice, including self-assessment and constructive criticism from others; willingness to change to meet student needs based on those assessments

**Essential Duties:**

- Provide individual and small group tutoring sessions for BCC students, faculty, and staff (by appointment, walk-in, and limited on-line)
- Provide tutoring that conforms to the ethical guidelines for professional tutors
- Promote critical literacy and metacognitive skills in tutorial sessions
- Adjust tutoring/pedagogical approaches to accommodate students' diverse learning styles and needs
- Maintain focus on students' writing concerns
- Assist visitors (answer questions, provide handouts, refer to appropriate person or office)

- Perform outreach (in-class tutoring, class visits, workshops, Writing Center tours, faculty & staff contacts, publicity)
- Notify the Writing Center Coordinator of any related questions, concerns, problems, and suggestions
- Update & maintain records in an accurate and timely manner
- Monitor and respond to communiqués (via electronic or hardcopy media) in a timely and responsible manner
- Complete all evaluations and assessments, including reflective peer and self-evaluations; make sure students complete feedback forms
- Complete tutor orientation and training; participate in ongoing training and professional development, including Writing Center staff meetings when held
- Perform other duties as assigned

**SUNY BROOME WRITING CENTER: Professional Tutor Application**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_)\_\_\_\_-\_\_\_\_ E-MAIL: \_\_\_\_\_  
(Please be clear with ones, els, "i"s, ohs, zeroes, etc.)

Years of experience in higher education: \_\_\_\_\_

Higher education degrees you have completed and/or are pursuing:

Degree	Field	School
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any notes or comments regarding the above: \_\_\_\_\_

\_\_\_\_\_  
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How do you see yourself participating in the growth and development of the Writing Center?  
Are there projects or areas of development that you would be interested in pursuing, such as outreach, online projects, workshops, instructional materials, etc.?

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How do you anticipate working in the Writing Center will contribute to your own educational/  
career objectives?

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