WRITERS’ BLOCK (College Writing Center)

GRADUATE ADVANTAGE PROGRAM – Education Grad Tutor

Writers’ Block GRADUATE TUTOR FOR Education students (or “Education Grad Tutor”)
The Potsdam College Writers’ Block has a GA Partial position for a graduate student to coordinate tutoring for and provide writing tutoring to education and community health students. The position could run for fall semester at 16 hours per week OR two semesters at 8 hours per week, during weekday hours 10am until 5pm.

**Tutoring:** The Education Grad Tutor will be a model tutor, using the active listening, questioning, and coaching techniques that represent current best practices in peer tutoring of writing. The Education Grad Tutor will not be an editor or proofreader, but provide individualized instruction while helping clients to build their skills and make their own decisions about their writing.

**Coordinating:** The Education Grad Tutor will coordinate the Writers’ Block role in STP (Sustained Tutoring Program for education and community health students), keeping track of referred clients’ visits and mentoring undergraduate tutors who are working with them.

**Supervising and Mentoring:** The Education Grad Tutor will work as a shift supervisor while in the Writers’ Block, responsible for overseeing daily activities and supervising undergraduate tutors and reception desk staff.

**Position Qualifications**
The Education Grad Tutor position normally requires initial certification in a teaching area, although exceptions could be made for very strong candidates. The position requires substantial writing, speaking, and critical thinking skills that will allow the GA to function as a capable tutor and leader.

Additional assets sought in applicants include:
- Strong academic writing skills, including proven success in Education and/or Community Health coursework, preferably at Potsdam. Teaching or tutoring experience preferred.
- Excellent rapport with undergraduates and sensitivity in communication.
- Maturity and responsibility to serve as role model and professional colleague.
- Goal-oriented and independent, yet appreciative of the strength of a team and the need to consult.
- Patience with ongoing training and supervision while carrying out a new and challenging program of tutoring.
- Interest in writing instruction in any form of education.

Interested candidates should submit an application through the Center for Graduate Studies by **July 1, 2019**. All questions about the position should be directed to Dr. Jennifer Mitchell at mitchejk@potsdam.edu.

Total Compensation: $3,700 tuition remission, $850 stipend (fall 2019 semester only)