

**Position Name:** Writing and Communication Peer Tutor

**Office Name and Location:** Writing and Communication Center, lower level of Bush Memorial Library

**Overview and Purpose:** Peer tutors provide one-on-one tutoring in writing, public speaking, and other forms of communication. Tutors work with undergraduate and graduate students from all Hamline programs, of all skill levels, and at any point in their projects.

**Position Description:**

- Tutor students in writing, public speaking, and other forms of communication through in-person, phone, and video chat meetings
- Uphold high standards of academic honesty when interacting with students and their work
- Maintain accurate, complete, and confidential records to document student contact and progress
- Respond to student emails, phone calls, and in-person inquiries
- Study writing center theory and practice as instructed by the director
- Participate in pre-semester training and in-semester staff meetings
- Perform miscellaneous job-related duties as assigned

**Required Qualifications:**

- Hamline sophomore, junior, senior, or graduate student by their first day of work
- Outstanding writing, public speaking, research, and interpersonal skills
- Strong computer, telephone, and photocopying/scanning skills
- Passion for helping others learn and express their ideas

**Preferred Qualifications:**

- Experience with tutoring or teaching
- Experience with English language learners
- Experience with graphic design, web design, or other communication-related skills
- Experience with developing and delivering instructional workshops

**Pay Rate:** Tutors earn \$12.50 per hour.

**Hours:** Tutors work 8–10 hours per week during fall and spring semester. Morning, afternoon, and evening shifts are available on weekdays and weekends. J-term and summer hours are available to experienced tutors.

**Application Requirements:** Please submit an online application through our [website](#). Its final sections will ask for:

- The names and contact information of two faculty members, from Hamline or another institution, who can supply references upon request.
- A cover letter and résumé.
- An academic writing sample totaling no more than 20 pages; multiple documents are acceptable.

For more information about working at the Writing and Communication Center, contact Rob Cannella, the center's director, at [writingcenter@hamline.edu](mailto:writingcenter@hamline.edu) or 651-523-2026.