Writing Tutor Description

The Writing Tutor position supports PAYS participants and when necessary, PAYS TAs with PAYS critical inquiry courses. The Writing Tutor attends critical inquiry classes M-Th on a rotating basis and holds late afternoon and evening homework sessions. In a typical day, the Writing Tutor will spend 1.5 hours in the classroom and in the afternoons and evenings will engage in homework activities. Some of the Writing Tutor’s time will be spent reviewing, editing and providing feedback on the writing assignments of the PAYS students. The Writing Tutor is expected to participate in field trips and other activities.

Successful applicants will have a strong academic record and an open spirit that makes their contribution uniquely powerful. It is also preferable that Writing Tutors have an interest in and/or experience working with high school students. Educational experience is especially helpful.

The Writing Tutor is a role model and mentor to PAYS participants. For this reason, it is critical that professionalism is maintained and good judgment is exhibited. The Writing Tutor must remain sub-free throughout PAYS.

The Writing Tutor can also elect to work for PAYS as a college advisor to seniors and/or by participating in college planning workshops during the fall and spring semesters. There might also be opportunities to tutor PAYS students. Preference will be given to applicants who can offer this important continuity. Students who have served as Writing Fellows or those with an ability to foster growth in creative and formal writing are strongly encouraged to apply and will be given preference.

Writing Tutor Responsibilities

The responsibilities of the Writing Tutor are both challenging and rewarding. As the Writing Tutor, in addition to what is stated above, you will be expected to fulfill the following responsibilities:

- Assist PAYS participants and TAs in providing feedback on written work.
- Create and lead select writing workshops.
- Lead study and tutoring sessions after 6pm.
- Ensure the safety and wellbeing of PAYS participants when you are in their company.
- Support the TAs with grading.
- Attend critical inquiry classes and TA-led afternoon study sessions on a rotating basis.
- Attend weekly staff meetings
- Reside in the PAYS residence hall from Sunday to Thursday night. All Participants and Staff
will live in the WALKER RESIDENCE HALL.

- Provide a mature influence inside and outside of the residence hall setting.
- Serve as a guide on field trips that occur once per week on Fridays.
- Mentor, engage, and socialize with students (including evenings).
- Participate in a one week training and pre-program preparation from June 10th - June 18th. Opening Day is Sunday, June 19th. The program ends on Friday, July 15th for the high school students and Saturday, July 16th after 5pm for YOU.
- Write and end-of-program report and provide feedback on any PAYS students mentored by the conclusion of the program.
- This is a time-consuming position that takes up days and nights (and sometimes weekends – for planning). The job requires sincere and sustained commitment, but it is also FUN and rewarding!