College of Saint Mary is seeking a Writing Tutor to assist College of Saint Mary students. This is a part-time position (ten hours per week, mid-August through mid-May with one month off over Christmas break). The Writing Tutor works 10 hours per week during three- and four-hour blocks during weeks when classes are in session for fall and spring semester. Ideal hours include one required evening, one morning session and one afternoon session to accommodate as many students as possible. Pay is $15-$20 per hour based on experience.

Primary Job Responsibilities:

- Planning and writing papers and other written assignments for official programs and courses at College of Saint Mary.
- Planning and writing career-enhancing documents, such as resumes, cover letters, introductory letters, scholarly research articles, and notes for presentations to be delivered at professional conferences.
- Present workshops on English and grammar and Reading in preparation for standardized exams.
- Be available to assist students during face-to-face consultations in the Achievement Center, via Web Ex for online courses, or through email exchange.
- Assist students with all aspects of writing, including structure, style, voice, flow, transitions, logic, and grammar.

Qualifications:

- Master’s degree preferred in composition, education, or social sciences.
- At least one year experience tutoring adult students on language-based/writing assignments.
- Working knowledge of the principles and practices of adult education.
- Knowledge of, and experience in, adult education tutoring.
- Knowledge of American Psychological Association and Modern Language Association citation styles.
- Proficient in Microsoft Word, Microsoft Power Point and Excel preferred.
- Strong organizational skills.
- Effective written and verbal communication skills.
- Demonstrated interpersonal skills; ability to work in a team; and ability to work with diverse populations of students, faculty, and staff.
- Commitment to students and student success.

To apply send resumes to Mary Schlueter, Achievement Center Associate Director at mschlueter@csm.edu. Please submit resumes by June 22, 2015.

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.