

LIVINGSTON WRITING CENTER APPLICATION TO WORK AS A TUTOR

Thank you for your interest in working as a tutor at the Livingston Writing Center. Tutors for the Writing Center help students in Writing Program courses to develop critical reading and writing skills through regularly scheduled meetings. The job requires tutors who are good listeners and strong writers and who can commit to working with the same students at the same time every week. Tutoring is not only a good way to earn extra money, but is also a valuable form of community service and professional development to add to your résumé. It's good work experience, particularly if you plan to teach composition or any writing-intensive course in the future. You will also likely find that the experience will help you to become a better writer yourself.

All tutors are trained both in Writing Program pedagogy and as tutors. Undergraduate tutors who are in their **first or second semester of tutoring** earn \$15.00 per period. Undergraduate tutors who are in their **third (or beyond) semester of tutoring** earn \$18.00 per period. Graduate tutors earn \$24.00 per period. We will schedule your sessions at your convenience. Since the demand for tutors fluctuates, there may be some lag between the time you submit your application and the date of your first assignment. Also, please be aware that as there is less demand for tutors in the spring, tutors who are scheduled for at least one session in the fall will be scheduled first in the spring.

If you would like to apply, please submit the attached application. *If you have never tutored or taught in the Writing Program here at Rutgers, please attach a 5-10 page writing sample with your application.* The sample should be an academic essay rather than a piece of journalistic, creative or personal writing, although it does not have to be written on a literary topic or for an English class. In reading the samples, we are looking for your ability to frame an argument, to make your argument using textual evidence, and to develop your position through careful and rich readings of various texts. Choose a paper you feel demonstrates your strengths as an academic writer.

If you have any questions, please feel free to call me, Donald Dow, the Writing Center Coordinator, at 732-445-5657, e-mail me at donald.dow@rutgers.edu, or stop by my office in Lucy Stone Hall B104D.

**Applications are due by Friday, September 14, 2007
to receive preference in scheduling.**

**Please return your completed application to the Writing Program office
in Lucy Stone Hall B104A.**

Office use only:
Job code: _____
Empl type: _____

Livingston Writing Center Application to Tutor Fall 2007

Name _____

Social Security # _____

Graduate student: Department: _____ TA ___ PTL ___ Fellow ___ Other ___

Undergraduate: Year: _____ Major: _____

Check here if you are NOT a graduate OR an undergraduate student at Rutgers

Local address: _____

Permanent address: _____

Phones: day: _____ evening: _____

E-mail: _____

Teaching and tutoring experience (including semester (s) and locations): _____

Undergraduates—please list all the Writing Program, English, or writing-intensive courses you have taken, along with the semester, the teacher, and the grade you received in each class.

How did you find out about this job? _____



PLEASE fill in the grid on the reverse side indicating the times you are available to tutor.

***** REMEMBER TO ATTACH A WRITING SAMPLE IF NECESSARY *****

