

Academic Learning Centre Writing Tutor Position Description

The Academic Learning Centre (ALC) provides supports to University of Manitoba students (graduate and undergraduate, full and part-time) as they develop academic strengths and skills in writing, researching, and learning. ALC services include one-to-one tutoring, Supplemental Instruction, workshops, and online resources.

Position Title: Writing Tutor

Department: Academic Learning Centre, 201 Tier Building, Fort Garry Campus, University of Manitoba

Location of work: Remote Online Delivery

Supervisor: ALC Writing Tutors Coordinator

Hours: 5-12 hours/week

Remuneration: \$17.50 per hour

Start Date: January 2021

Position Type: Casual Employment; Winter Term, 2021

Application Deadline: January 4, 2021, at 11:59pm

Job Contact: Ms. Cecilia Melendez

Contact Title: Office Assistant, Academic Learning Centre

Phone: 204-480-1481

Website: <https://umanitoba.ca/student-supports/academic-supports/academic-learning>

Email: academic_learning@umanitoba.ca

JOB DESCRIPTION

- Work one-to-one with students at any stage of the writing process on a variety of writing-related issues such as focus, thesis statement, organization, coherence, clarity, referencing, and grammar
- Guide students as they develop their revising and editing skills
- Provide, recommend, and/or model effective use of resources related to academic writing
- Provide encouragement and build student confidence and agency in the writing process
- Participate in ongoing writing program initiatives in specific courses (as agreed at the beginning of the Winter term)
- Engage in 10-16 hours of initial training in January, 2021
- Participate in additional training meetings over the Winter term
- Complete individual tutor development activities
- Facilitate short promotional or writing-related workshops (Optional)
- Other duties as assigned

JOB REQUIREMENTS

- Enrolled as a current student at the University of Manitoba for the Winter 2021 term

- Minimum 3.0 GPA and in good academic standing
- Strong background in essay writing
- Completion of at least 48 credit hours at the undergraduate level
- Demonstrated interpersonal and communication skills to support students with differing levels of experience, ability, and confidence with academic writing (patience, ability to provide clear explanations, demonstrated ability to work effectively with others)
- Demonstrated ability to work effectively with students of diverse educational, age, racial, ethnic, and cultural backgrounds
- Experience, knowledge and/or understanding of Indigenous cultures and histories considered an asset
- Available on Saturdays and/or evenings in January for training meetings (schedule TBD)
- Indigenous students are strongly encouraged to apply
- Both undergraduate and graduate students are encouraged to apply

APPLICATION PROCESS

Application Deadline: January 4, 2021, at 11:59pm

Please email the Academic Learning Centre at academic_learning@umanitoba.ca with the following materials in **one PDF** document:

- A cover letter
- Your resumé
- A sample of your academic writing that includes citations and references
- Your unofficial transcript

Applicants are requested to apply through their University of Manitoba email account.