



WRITING TUTOR, ACADEMIC LEARNING CENTRE JOB POSTING



Do you have a love for writing and learning? Want meaningful work on campus helping students achieve their goals? The Academic Learning Centre (ALC) is building a team of Writing Tutors for Fall 2025 and Winter 2026!

The Academic Learning Centre (ALC) provides supports that are available to all UM students as they develop academic strengths and skills in writing, researching, and learning. The ALC's Writing Tutors provide feedback on students' academic writing with a focus on helping them develop their academic writing skills (crafting a thesis statement, developing and supporting an argument, using sources effectively and correctly).

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
- Facilitate drop-in sessions and group tutoring appointments
- Guide students as they develop their revising and editing skills
- Provide, recommend, and 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
- Register students, make appointments, and complete reports in the ALC's online appointment system
- Prepare instructional/resource materials, such as tip sheets, PowerPoints, and exercises, and present to students in a variety of settings including tutorials, classrooms, group sessions, and online
- Participate in other ALC initiatives (depending on interests, experience, and skills) - such other related duties as may be assigned, e.g., participate in meetings with course instructors, attend lectures, etc.

Job Requirements / Qualifications

- Must be a UM student in good academic standing, continuing studies in Fall 2025.
- Minimum GPA of 3.0, strong background in essay writing, and completion of at least 45 credit hours at the undergraduate level; note that past academic performance may be a significant factor in selection decisions.
- An empathetic approach to the instructional needs and concerns of students
- 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; Indigenous students are strongly encouraged to apply.
- Both undergraduate and graduate students are encouraged to apply
- Work schedule: 0-20 hours weekly

Competencies / Outcomes

- **Communication:** attentive listening, written communication, verbal communication
- **Cognitive Skills:** critical thinking, problem solving, decision making, metacognition
- **Social Responsibility:** inclusion and access
- **Leadership Practices:** cultivating safety, trust, and collaboration; coaching, mentoring, and advising
- **Self-Leadership:** Initiative, adaptability, time management and prioritization

[Learn more about UM Competencies >](#)

Possibility for extension

While not a requirement or guarantee, there may be opportunity for Fall term incumbents to continue through the end of April 2026.

Does this sound like you? Interested in applying?

View the full position description online and submit a cover letter, résumé, a copy of your latest student transcript, and a sample of your academic writing that includes citations and references in one PDF document in [UMCareers](#) (Requisition No 37422).

\$21.29*
starting hourly salary

up to 20
positions available

Aug. 25
anticipated start date



*undergraduate employee rate before Sept 1 pay increase