

DEADLINE: Mar. 29, 2023

Writing Centre Peer Tutors

The Writing Centre at ECUAD is looking to hire 2-4 peer tutors for the 2023-24 academic year. These positions are part-time during the regular academic year (September – April) for approximately 8 hours per week, usually scheduled in multiple shifts. Additional hours are sometimes available.

In general, peer tutors

- are empathetic, comfortable with people, and community-minded
- have an avid interest in working collaboratively with fellow students
- have excellent reading, listening, and writing skills
- are intellectually curious and open to different ways of thinking and learning
- appreciate how writing is essential to art and design education--and life!

We look for tutors who reflect a range of student identities, including Indigenous students, international students, queer students, students with disabilities, and students of colour.

Job Summary

Some of the tasks peer tutors do include:

- Tutor students about reading, writing, or studio work, in person or online
- Facilitate discussion groups or workshops
- Give presentations about the Writing Centre to classes (usually in pairs)
- Develop resources to support student writing
- Help with social media and other publicity
- Welcome and assist students in the Centre
- Attend weekly meetings and ongoing training
- Participate in Writing Centre events and initiatives
- Mentor new tutors after one year of experience

Training Expectations

Our tutors participate in an extensive and ongoing training program to prepare and support them in this work. New tutors will have the opportunity to observe and practice tutoring before tutoring independently.

All tutors participate in ongoing training and professional development through our weekly meetings and various projects. You can expect to do some reading and writing as part of this ongoing work.

Required Qualifications

Current Emily Carr students must have completed a minimum of 24 credits at the undergraduate level, at Emily Carr or another institution. Applicants must have a cumulative GPA of 3.00 or higher in the previous year.

Applicants should also demonstrate:

- Experience working with people in a customer service or similar role
- Professional skills including punctuality, time management, and the ability to accomplish tasks responsibly and on deadline
- The ability to work both independently and collaboratively in a team environment

Candidates are strongly encouraged to use the Writing Centre prior to applying. Fluency in a language other than English is also an asset.

Compensation

The hourly pay rate for tutors matches the current rates for teaching assistants. As of March 2023, that rate is \$18.50/hour (\$17.07 base + 4% V + 4.4% Stat)

To Apply

Please click here to complete the required form.

Application deadline: Wednesday, Mar. 29 at 11:59 PM

Questions can be directed to Writing Centre staff at writingcentre@ecuad.ca