

Now hiring for April 2016 start date.

Date: February 22, 2016

To: Undergraduate & Graduate Students of the University of Washington  
From: Caitlin Palo, Interdisciplinary Writing Studio, Director (cpalo@uw.edu)

Re: ACCEPTING APPLICATIONS: Writing Tutor position at the Interdisciplinary Writing Studio (IWS)

The Interdisciplinary Writing Studio (IWS), which offers consultations for students of American Ethnic Studies, American Indian Studies, Geography, and Gender, Women, and Sexuality Studies, seeks applications for a paid, part-time, tutor position from students with majors, minors, coursework, or related experience in these fields. Tutors at the Interdisciplinary Writing Studio will work to support students as they develop analytic writing and thinking in the fields of AES, AIS, GEOG, and GWSS courses through 45-minute, one-to-one or group tutoring sessions, workshops, and other programs. Honors students are particularly encouraged to apply.

Compensation: \$13.00/hour.

Applications due 5 p.m. March 12, 2016 (details below)

Interviews will be March 14-19 (in person on campus preferred, skype possible)

Tutor Responsibilities include:

- Full participation in all preliminary and ongoing training sessions
- Commitment to writer-focused tutoring sessions
- Maintaining weekly work schedule of in-person, on-campus shifts (1-4.5 hours/shift; total of 5-10 hours/week)
- Participation in peer mentorship, professional development, and staff meetings.
- Collaboration with peers and director to develop in-house workshops that advance tutor skills and knowledge, and external workshops that support and enhance writing in related departments
- Contribution to outreach and publicity efforts
- Documentation of the work of each tutoring session or other IWS work

Preferred Qualifications for this position include:

- Enrollment, part or full-time (at least 6 credits), at the University of Washington during each quarter of employment (Spring 2016)
- Major/s, minor/s, coursework, or related experience in (AES, AIS, GEOG, GWSS) Previous tutoring, coaching, or mentoring experience (especially with diverse populations)
- Excellent interpersonal communication skills, including genuine commitment to the interests and goals of fellow learners
- Ability to work with others to help them identify their strengths and difficulties as writers and researchers in the fields of AES, AIS, GEOG, and/or GWSS, prioritize their concerns, and successfully navigate complex strategies for working through those concerns
- Demonstrated growth and/or academic success in chosen field of study

### Application process:

Please be aware of the fact that this is a very competitive hiring process. We are looking for applicants with a genuine and demonstrated interest both in enhancing the culture of critical writing on this campus and in serving their peers.

Submit all the following materials, combined into a single PDF or MSWord document to the Catalyst dropbox “Spring 2016—IWS Tutor Applications”  
[<https://catalyst.uw.edu/collectit/assignment/summary/cpalo/36181/150861>].

1. A letter of application, addressing
  - your reasons for interest in this position
  - how your past academic and professional experiences prepare you for IWS Tutoring
  - your interest and abilities to work with writers in the fields of AES, AIS, GEOG, and/or GWSS.
2. A curriculum vitae (CV), indicating your range of academic, research, professional, and volunteer experience. Be sure to include:
  - Your academic standing and anticipated graduation year
  - Your major/s, minor/s, and/or program/s
  - Relevant courses, papers or projects, and awards
  - Languages spoken, with indication of proficiency
3. A writing sample and headnote. The writing sample should be no more than five pages double-spaced (may be a fragment of a longer text), and should demonstrate your success as writer. Samples must include a head-note (one substantive paragraph) describing the context (writing situation) in which you produced the piece and a description of what you learned about yourself as a writer by completing it and now reflecting on it.

If you have technical difficulties, please contact [catalysthelp@uw.edu](mailto:catalysthelp@uw.edu). Hardcopy or emailed applications will not be accepted without specific advance approval from the IWS Director.

### Timeline for Application & Training

- The deadline for consideration for the position is March 12, 2016
- Applicants must be available for a 45-minute interview (in person or via video-chat) the week of March 14-19.
- Required preliminary training for tutors will be offered during the first week of spring quarter, including the weekend of April 2<sup>nd</sup> & 3<sup>rd</sup>.

### Notes:

This job classification is governed by a negotiated labor contract and is subject to union shop provisions. For more information about union shop provisions, visit:

<http://www.washington.edu/admin/hr/jobs/apl/union-info.html>

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (TTY) or [dso@u.washington.edu](mailto:dso@u.washington.edu)

Questions regarding applications may be sent to IWS Director Caitlin Palo at [cpalo@uw.edu](mailto:cpalo@uw.edu).