

First Year Involvement Writing Tutor Job Description

FYI Writing Tutors at James Madison University are part-time student staff members responsible for duties as assigned both in and out of the Writing Center. The Writing Tutor (WT) is a member of the ORL staff reporting directly to the Academic Support Graduate Assistant and the First Year Involvement Coordinator. Writing Tutors will comply with all policies, procedures, and conditions printed in the current edition of the Student Handbook, the Staff Manual, the WT Employment Agreement, and the expectations provided by their supervisor while on and off campus.

Training & Development

- Successfully complete the **Tutoring Writing Course (WRTC 345)** prior to beginning employment as a WT.
- Attend all required training sessions and ongoing professional development with the GA/FYI Coordinator and/or the Writing Faculty Liaison.

Administrative Responsibilities & Communication

- Work individually with first year students who need assistance with any stage of the paper-writing process.
- Serve as a resource, referral, and communication agent for first year students.
- Serve as a liaison between Residence Life staff and other users of the First Year Involvement Center.
- Assist in the overall organization and upkeep of the FYI Writing Center and abiding by university policies.
- Promote FYI and its resources to students, staff, and faculty through programs, presentations, and academic classroom visits.

Meetings & Job Responsibilities

- Coordinate with other members of the FYI Writing Center staff to arrange regular coverage of the center, which will be open to users **Sunday through Thursday 4:00pm-10:00pm**.
- **Attend Spring Training in January**, staff meetings, training sessions, submit biweekly updates and participate in individual meetings with supervisors
- Complete classroom visits each semester.
- Write articles for and review the Spotlight Newsletter.
- Facilitate Academic Support Instruction programs and individual sessions.
- Participate in weekly professional development with other tutors