



First Year Involvement Writing Tutor Application 2010-2011

Contact Katie Anderson (anderskr@jmu.edu) with questions.

James Madison University

Writing Tutor Position Description 2010-2011

Writing Tutors at James Madison University are part-time student staff members responsible for duties as assigned both in and out of the FYI Writing Center. The Writing Tutor (WT) is a member of the Residence Life 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 the GA/FYI Coordinator while on and off campus.

Training & Development

- Successfully complete the **Teaching Writing Course or Tutoring Writing Course (currently WRTC 340 and WRTC 345)** prior to beginning employment as a WT.
- Attend all required training sessions with the GA/FYI Coordinator and/or the Writing Program mentors.
- Participate in assessment activities as they relate to the writing/study needs of JMU students.

Administrative Responsibilities & Communication

- Work individually with first year students who need assistance with any stage of the paper writing process.
- Update and create forms.
- Serve as a resource, referral, and communication agent.
- Serve as a liaison between Residence Life staff and other users of the First Year Involvement center.
- Develop and maintain friendly and professional relationships with students, residence hall staff, and university personnel.
- Abide by university policies.
- Promote FYI and its resources to students, staff, and faculty through programs, presentations, and academic classroom visits.
- Assist in the overall organization and upkeep of the FYI Writing Center.

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**.
- Each staff member will share in staffing the Writing Center, an average of **10-12 hours each week**.
- **Attend Fall training on August 19th and 20th**, staff meetings, training sessions, submit biweekly updates and individual meetings with supervisors; work as a member of the FYI staff.
- Complete classroom visits each semester.
- Write articles for and review the Spotlight Newsletter; maintenance and upkeep of the FYI Center; and facilitate Academic Support Instruction programs.
- Participate in **WRTC 395: Writing Center Internship** (1 credit/semester). This course provides writing tutors with additional training in responding to student writing as well as opportunities to develop professionally as tutors and scholars. In weekly meetings, students discuss the appropriate policies and protocols for meeting with student writers. The course will address some of the common problems tutors face, model successful tutoring practices, hone critical reading skills, and think critically about the role tutors play in the academy.

Writing Tutor Application

The Writing Tutor Application requires four steps:

1. Complete the form below.
2. Have two reference forms completed by professors and/or supervisors (at least one **MUST** be from a professor).
3. Complete the Interview Availability Grid.
4. Return all materials by **October 29, 2009** to:

Katie Anderson
JMU, MSC 2401
First Year Involvement Center
Huffman Hall, A100

The areas marked with an asterisk (*) are required answers. You must complete them for the application to be submitted correctly.

Basic Information

This application is for employment in **Fall 2010 and Spring 2011**. Please print clearly.

First Name*: _____ Middle Initial: _____

Last Name*: _____ Preferred Name: _____

JMU ID #* (format: 23456789): _____

Local Phone* (on campus format: 23414): _____

Other Phone (cell): _____

Academic Level*: _____ JMU Box* (if live off campus "na"): _____

Current Campus Hall: _____

If you do not currently live on campus, indicate your complete current mailing address (street, city, state & zip)

JMU eID* (do not include @jmu.edu): _____

Other e-mail (do include @domain): _____

Gender*: Male Female

Permanent home address*:

Street: _____

City: _____ State or Country: _____

US Zip or International Postal Code: _____ US Home Phone #:(____)

Writing Tutor Contracts are for the entire academic year (both fall and spring semesters). If you are not available for both semesters, please explain why.

Short Answer Questions

New Applicants:

Type your answers to the following questions on a separate page and attach your completed answers to the application form.

1. What interests you most about the Writing Tutor position?
2. After reading the job description what do you believe the challenges of a Writing Tutor include?
3. Describe previous experiences, including relevant classroom work or other work/extracurricular activities that relate to your ability to tutor.
4. As a student writer, what do you expect students to gain from a tutoring experience with a Writing Tutor?
5. If you had to describe yourself in one word, what would it be and why? (Take this time to also add any unique qualities that you would bring to the Writing Center.)

Current Writing Tutors:

If you are currently a writing tutor, please answer the following questions instead of those above:

1. What interests you most about being a writing tutor next year? What do you want to gain from the experience?
2. What have been your biggest challenges as a writing tutor? How have you addressed those challenges?
3. What do you think students gain from a tutoring experience with a Writing Tutor?

Miscellaneous Information

Required* - The questions below must be answered.

*For the purpose of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

*Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

*Have you ever been convicted of a law violation(s), excluding offenses committed before your eighteenth birthday which were finally adjudicated in a Juvenile Court or under a youth offender law?
 Yes No

If yes, list all and explain. _____

James Madison University, Office of Residence Life and applicants will be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, gender, age or sexual orientation.

Before submitting this application, read the paragraph below. If you agree to the statements, submit the application.

I hereby certify that all entries on this application are true and complete, and I agree and understand that any falsification of information herein, regardless of discovery, may cause forfeiture on my part to any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Signature

Date

Interview Availability Grid

Please check off times that you would be available for an interview during the following week:

Monday, November 2 nd	Check if Available
1-2pm	
Tuesday, November 3 rd	
9-10am	
Wednesday, November 4 th	
10-11am	
11am-12pm	
12-1pm	
1-2pm	
Thursday, November 5 th	
10-11am	
11am-12pm	
12-1pm	
1-2pm	
Friday, November 6 th	
10-11am	
11am-12pm	

Recommendation for FYI Writing Tutor Candidate

Candidate, please fill out the following information.

Applicant Name: _____

Recommender: _____

Length of time you've known recommender: _____

Please check one of the following:

I waive my rights to view this recommendation.

I do not waive my rights to view this recommendation.

Signature:

Recommender, please read below:

This student is applying for a FYI Writing Tutor position. Please write a short recommendation highlighting what you know about his/her writing abilities, time management skills, and ability to work as a part of a team. Please return this form to **Katie Anderson, MSC 2401**, in a signed and sealed envelope by **Thursday, October 29, 2009**.

Recommendation for FYI Writing Tutor Candidate

Candidate, please fill out the following information.

Applicant Name: _____

Recommender: _____

Length of time you've known recommender: _____

Please check one of the following:

I waive my rights to view this recommendation.

I do not waive my rights to view this recommendation.

Signature:

Recommender, please read below:

This student is applying for a FYI Writing Tutor position. Please write a short recommendation highlighting what you know about his/her writing abilities, time management skills, and ability to work as a part of a team. Please return this form to **Katie Anderson, MSC 2401**, in a signed and sealed envelope by **Thursday, October 29, 2009**.