ALC Writing Tutor Position Description

The Academic Learning Centre (ALC) provides supports to UM students (graduate and undergraduate, full and part-time) as they develop academic strengths and skills in writing, researching, and learning. ALC services include one-to-one tutoring, Supplemental Instruction, workshops, and online resources.

**Position Title**: ALC Writing Tutor  
**Department**: Academic Learning Centre, 201 Tier Building, Fort Garry Campus, University of Manitoba  
**Location of work**: Fort Garry Campus (various locations)  
**Supervisor**: ALC Writing Services Coordinator  
**Hours**: 5-10 hours/week  
**Remuneration**: $17.00 per hour

**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.
- Guide students as they develop their revising and editing skills.
- Provide, recommend, and/or model effective use of resources related to academic writing conventions.
- Provide encouragement and build student confidence as academic writers.
- Participate in ongoing writing program initiatives in specific courses (as agreed at the beginning of each term).
- Engage in 16 hours of initial training in August and September.
- Participate in additional training meetings in both the Fall and Winter terms.
- Complete individual tutor development activities.
- Facilitate short promotional or writing-related workshops (optional).
- Other duties as assigned.

**QUALIFICATIONS**

- Enrolled as a current student at the University of Manitoba (must be returning to academic studies in September 2018).
- Has a minimum 3.0 GPA and is in good academic standing.
- Strong background in essay writing.
- Completion of at least 48 credit hours at the undergraduate level.
- Has the interpersonal and communication skills necessary to support students (patience, ability to provide clear explanations, understanding of resources, 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
- Available during the last week of August for training.
- Indigenous students are strongly encouraged to apply.
- Both undergraduate and graduate students are encouraged to apply.
APPLICATION PROCESS

- Please email the following materials in one .PDF document to Kathy Block (kathy.block@umanitoba.ca) by 4:00 pm, Friday, April 6, 2018:
  - A sample of your academic writing that includes citations and references.
  - Your resumé.
  - A cover letter.
  - Your unofficial transcript.
  - Two references on request. At least one of these must be an academic reference.