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.  
- 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 the Academic Learning Centre academic_learning@umanitoba.ca.

- A sample of your academic writing that includes citations and references
- Your resumé
- A cover letter
- Your unofficial transcript

All applicants must be prepared to provide two references on request. At least one of these must be an academic reference.

Applicants are requested to apply through their University of Manitoba email account.

Additional note:

The Academic Learning Centre is also hiring Content/Study Skills Tutors and Supplemental Instruction Leaders. Applicants are encouraged to apply for multiple ALC positions.