## Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

<table>
<thead>
<tr>
<th>Department/Location:</th>
<th>The Writing Center/Trinity East</th>
</tr>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Dana Sheehan</td>
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<tr>
<td>Supervisor Preferred Contact Information:</td>
<td><a href="mailto:dsheehan@annamaria.edu">dsheehan@annamaria.edu</a></td>
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<tr>
<td>Position Title/Classification:</td>
<td>Writing Tutor</td>
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<td>Positions Available:</td>
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<td>Hourly Wage:</td>
<td>$15</td>
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</tbody>
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### Job Description:

Writing tutors will help students with assignments as well as facilitating group tutoring sessions and mini workshops as needed.

### Duties Performed:

- Tutoring as needed (10-20 hours a week) regarding unlimited aspects of writing
- Workshop creation every semester (2 per year minimum)
- Workshop facilitation as needed every semester upon request
- English 102 lab Teaching Assistant
- Facilitate weekly writing/reading lab
- Will receive mandatory professional development every month
- Projects as needed per Director

### Specific Qualifications:

Must have received an A in ENG course

### Hours/Week:

2-10

### Special Application Instructions:

Interview required

### Dates of Employment (check one):

☒ Full Academic Year

☒ Fall Semester Only

☑ Spring Semester Only

☐ Summer Semester Only

    Summer start date:
    Summer end date: