



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

50 Sunset Ln.

Paxton, MA 01612

<b>Department/Location:</b>	The Writing Center/Trinity East
<b>Supervisor:</b>	Dana Sheehan
<b>Supervisor Preferred Contact Information:</b>	dsheehan@annamaria.edu
<b>Position Title/Classification:</b>	Writing Tutor
<b>Positions Available:</b>	
<b>Hourly Wage:</b>	\$15
<b>Job Description:</b>	Writing tutors will help students with assignments as well as facilitating group tutoring sessions and mini workshops as needed.
<b>Duties Performed:</b>	<ul style="list-style-type: none"> <li>• Tutoring as needed (10-20 hours a week) regarding unlimited aspects of writing</li> <li>• Workshop creation every semester (2 per year minimum)</li> <li>• Workshop facilitation as needed every semester upon request</li> <li>• English 102 lab Teaching Assistant</li> <li>• Facilitate weekly writing/reading lab</li> <li>• Will receive mandatory professional development every month</li> <li>• Projects as needed per Director</li> </ul>
<b>Specific Qualifications:</b>	Must have received an A in ENG course
<b>Hours/Week:</b>	2-10
<b>Special Application Instructions:</b>	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: