

NMSU-A Writing Center Teaching Technician Position

Position Description

Tutors are responsible for providing quality tutoring services in writing and reading to the NMSU-A community and the Alamogordo community at large. Tutors are also responsible for administering/proctoring the COMPASS placement test. Other duties may be assigned on a case-by-case basis at the discretion of the Writing Center Coordinator (to include, but not limited to, proctoring E-Write exam for ENG111, providing one-on-one assistance in developmental writing labs, providing administrative assistance to the coordinator for the smooth operation of the center).

Qualifications

- A tutor should have at least an Associate's Degree. Preference will be given to those tutors who have a four-year degree in English or Communications related areas.
- A tutor should have a background in the teaching and practice of writing, particularly with the use of the writing process to instruct students in developing writing skills.
- A tutor should have the communication and interpersonal skills necessary to interact with students, other tutors, faculty and staff.
- A tutor should be comfortable with computers or be willing to learn how to use computers in the Writing Center.
- A tutor should be willing to continue his/her professional development by attending writing center workshops, reading articles on writing center pedagogy, and generally being attentive to best practices for tutoring.

The position is Temporary/Part-Time (about 10-19 hours a week). Please submit a writing sample and resume to: Dr. Ali Mageehon in the Faculty Office.