Job Description
Student Employment Offices
College of Saint Benedict
244 Main, 37 S. College Ave.
St. Joseph, MN 56374

Saint John’s University
Quad 149, P.O. Box 5000
Collegeville, MN 56321

Job Title: Writing Center Peer Tutor

Department/Agency: The Writing Centers

Length of Position: Academic school year
(both semesters unless other arrangements are made at the time of hiring)

Function/Description of the Position:
The tutor’s main responsibility is to consult individually with students from CSB/SJU to assess
the strengths and weaknesses of a piece of that student’s writing in regard to structure, content,
clarity, and editing issues. The tutor and student then work together to improve both the writer’s
writing skills and the specific paper in question.

Duties & Responsibilities:
1. Individual consultations to all populations, including first-year, English second-language and
   graduate students.
2. Group tutoring sessions on an on-call basis in First Year Symposium classes
3. Writing Center maintenance tasks: e.g., writing informative notes to referring instructors,
   creating Writing Center publicity, editing faculty texts for publication, preparing
   instructional materials for classroom and Writing Center use, creating and maintaining
   master schedule of open hours, conducting assessment activities, website maintenance.
4. General office maintenance tasks: e.g., keeping records, writing reports, running errands,
   maintaining files, light house-keeping, duplicating.
5. Attendance at training sessions and staff meetings, on-going improvement in tutoring
   knowledge and skills through practice, self-reflection, completion of required readings.

Minimum Qualifications to perform the duties of the position
Outstanding writing ability in all areas: content, style, clarity, grammar and mechanics
Ability to talk clearly about writing; ability to teach skills and concepts
Strong interpersonal communication skills—must enjoy working closely with others
Ability to self-start and to complete tasks without constant supervision
Sense of humor (not required, but very helpful)

Work Schedule: flexible

Contact Person: Application materials are available from Jane Opitz: jopitz@csbsju.edu
More information at The Writing Centers: HAB 103 and Quad 263/266
http://www1.csbsju.edu/writingcenters/