

## Writing and Communication Peer Tutor

Writing and Communication Center, lower level of Bush Memorial Library

Peer tutors provide one-on-one tutoring in writing, public speaking, and other forms of communication. Tutors work with undergraduate and graduate students from all Hamline programs, of all skill levels, and at any point in their projects.

Tutor students in writing, public speaking, and other forms of communication through in-person, phone, and video chat meetings

Uphold high standards of academic honesty when interacting with students and their work

Maintain accurate, complete, and confidential records to document student contact and progress

Respond to student emails, phone calls, and in-person inquiries

Study writing center theory and practice as instructed by the director

Participate in pre-semester training and in-semester staff meetings

Perform miscellaneous job-related duties as assigned

Has helped a sophomore, junior, senior, or graduate student by their first day of work

Outstanding writing, public speaking, research, and interpersonal skills

Strong computer, telephone, and photocopying/scanning skills

Passion for helping others learn and express their ideas

Experience with tutoring or teaching

Experience with English language learners

Experience with graphic design, web design, or other communication-related skills

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