##

**POSITION NAME**

**Student Employment**

**Title: Writing Consultant (Tutor)**

**Student Supervisor: Katie Manthey**

**Hiring Manager Contact: Katie Manthey -** **katie.manthey@salem.edu**

**Position Status: *Part Time***

**Classification: Student Worker**

**Reviewed/Revised:** *August, 2024*

**$10.00/hr for up to 8 hours per week with a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Title:** Writing Consultant (Tutor)

**Position Reports to:** Katie Manthey

#### **Summary of Position:**

The Salem College Writing Center is hiring students who have completed the three semester hour internship.

**Essential Duties and Responsibilities:**

* Consult/tutor students with writing projects in person and online
* Log work hours in Google Drive folder
* Attend biweekly staff meetings
* Attend biweekly professional development work sessions
* Engage in professional development work
* Create content for social media
* Run social media accounts
* Plan events that engage the Salem community
* Assist Dr. Manthey with writing center research and academic publication
* Create and deliver workshops on campus
* Curate and promote our zine library
* Develop materials for writing in your discipline

**Learning Objectives**:

* Gain experience as a professional tutor
* Become familiar with best practices of writing center work
* Work collaboratively on professional development projects that connect to your personal career goals

**Required Qualifications**

* Completion three semester hours of SALEM275 or ENGL211

**Physical Functions**

While performing the responsibilities of the **Writing Consultant (Tutor)**, the employee is required to sit for varying lengths of time; bend, reach, lift, push, and pull up to 25 pounds; occasionally stand, walk, and kneel and regularly ascend/descend stairs; use hands and fingers to handle or feel and manipulate keys on a keyboard; perform extended periods of work at a computer workstation, view a computer monitor; perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means of spoken word; and work in an office setting.

*Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

*Print Name Employee Signature Date*