Writing Tutor
Unlimited Seasonal, Part-time
(AFSCME College Laboratory Assistant II)

Job ID: 46971 Posting Date: July 7, 2021

JOB DUTIES:
The Writing Tutor is responsible for tutoring a diverse group of students who request assistance with writing at Fond du Lac Tribal and Community College. Additional responsibilities include:

- Assist students with a broad range of writing assignments to increase their writing confidence, college readiness, and ability to work independently.
- Collaborate with instructors as necessary to develop an understanding of the course objectives and materials and follow up on students’ performance.
- Design and present workshops on subjects related to MLA, APA, and other aspects of writing such as grammar, punctuation, and rhetorical styles contexts.
- Compile weekly, monthly, and quarterly logs to report the number of students and contact hours, as well as prepare quarterly reports of tutoring activities, workshops, seminars, etc.
- The position works with students of diverse social, ethnic, and educational backgrounds.

MINIMUM QUALIFICATIONS:
- Associate or higher degree in English or related field; AND one academic year of teaching/tutoring experience in English or Writing at the high school level or above; OR
- An equivalent combination of education and work experience

PREFERRED QUALIFICATIONS:
- Bachelor’s degree in English or related field
- Experience working with Native American students or others with diverse backgrounds.

SHIFT: Seasonal position during the academic year, 20 hours per week

APPLICATION PROCEDURE:
To be considered for the position, you must apply online at www.mn.gov/careers/ and search for Job ID #46971. Mailed applications/resumes will not be considered. Questions about the position may be directed to Peggy Poitra at poitra@fdltcc.edu.

START DATE: August 23, 2021

DEADLINE TO APPLY: Wednesday, July 15, 2021

Notice: In accordance with the Minnesota State’s Vehicle Fleet Safety Program, employees driving on college business who use a rental or state vehicle shall be required to conform to Minnesota State’s vehicle use criteria and consent to a Motor Vehicle Records check.

Fond du Lac Tribal and Community College is a member of Minnesota State and is an affirmative action, equal opportunity employer and educator committed to the principles of diversity. We actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.