## University of New Haven Professional Tutor of Writing with a Specialization in Developmental Writing and Reading and/or ESL

The University of New Haven is searching for a professional writing tutor. The qualified candidate will hold a master's degree in English, Developmental Education, and/or ESL and possess university-level teaching experience. Prior tutoring experience is preferred.

The applicant must be able to effectively tutor students in composition courses, prepare students for a writing proficiency exam (graduation requirement), and support students in developmental-level writing and reading courses. TESOL certification is highly desirable as well.

Duties will include tutoring undergraduate and graduate students in a variety of courses for structure, presentation, and documentation, with content support for 100-level coursework. The applicant should be comfortable tutoring students individually and in small groups and recording data from those sessions. Tutors may be asked to prepare and present workshops during their scheduled shifts, preview new software, and help create in-house resources for the CLR. Tutors are expected to attend staff meetings, including a preterm meeting, utilize AccuTrac® reporting software, and address departmental goals during work periods they are not engaged in tutoring.

The position is renewable on a 15-week, contractual basis. The starting salary is \$25.00/hour. The position requires an average commitment of 8-12 hours a week. Available hours range from 9:30 AM to 10 PM weekdays and partial days Friday and Sunday. One weekend and weeknight, or two weeknight shifts until 10 PM, is/are required. The tutoring positions are part time and are not eligible for University benefits or relocation expenses. An in-person interview, without travel expenses, is required. The

interview requires applicants to demonstrate a working knowledge of the subject(s) under consideration without the aid of notes or texts and a mock tutoring session.

Starting Date: August 2013 Send cover letter and CV ASAP to:

Search #13-Tutors-Writing
University of New Haven
300 Boston Post Road • West Haven, CT 06516
via email to hrdept@newhaven.edu

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