

Department: Academic Resource Center (ARC)

Supervisor: Academic Success Coordinator (immediate supervisor); also report to all professional staff in the ARC

Position: ARC WRSL Tutor

General Job Purpose:

Provide feedback and resources for the campus community to improve writing, reading, and speaking skills and products.

Duties and Responsibilities:

- Be familiar and follow/uphold all ARC rules of confidentiality, Wartburg Student Conduct System and FERPA guidelines.
- Applicants MUST fill out ARC Student Employment application form on our web: www.wartburg.edu/arc/#job
- Provide feedback for students and faculty on written documents.
- Assist students in developing strategies for improving reading comprehension and retention.
- Provide feedback for students and faculty on oral presentation composition and delivery.
- Maintain WRSL records.
- Prepare for and participate in training and weekly staff development meetings.
- Promote the WRSL through workshops, public relations campaigns, and other outreach activities.
- Support other Academic Resource Center activities as presented.

Job Qualifications:

- Cumulative GPA of 3.0 or above is required.
- Proven quality written and oral communication skills in at least one semester of classes, via written samples, and recommendations by faculty.