

UNK's Writing Center is currently accepting applications for open Writing Tutor positions. Writing Tutors conduct tutoring sessions both face-to-face, live online, and via e-mail with UNK students, faculty, and staff. The Writing Center is available to writers of any discipline at any stage of the writing process.

Tutors are asked to work a minimum of 8 hours during their first semester of work; after the first semester, schedules are set based on the tutor's availability and the Center's needs. All tutoring takes place in the UNK Learning Commons, which is open 6 days a week. Compensation is commensurate with experience and progress in the College Reading and Learning Association (CRLA) training.

### WHO SHOULD APPLY

- One who has successfully (B+ or above) completed English 101 and English 102, prior to applying.
- One who possesses **excellent written and oral communication skills in English**, as evidenced by a **B+ average or better** in all writing intensive courses at a college level.
- One who enjoys a fast-paced environment and ongoing learning.
- One who is committed to the discipline of writing and assisting others on their writing journey.
- Those who are interested in exploring an **alternative teaching setting with a diverse population of students from around the world** are especially encouraged to apply.

### HOW TO APPLY

- To be considered for employment, please submit the following five items:
  1. **Completed job application.**
  2. **Cover letter.** Include your interest in the position, as well as a description of relevant work experience, courses, class projects, and/or extra-curricular activities.
  3. **Copy of UNK transcript.** Please just take screen shots of your transcript in MyBlue. You do not need to submit an official copy.
  4. **Academic writing sample.** Paper previously submitted for a grade in a college level course; must include a bibliography.
  5. **Letter of recommendation.** Emailed directly to Patrick Hargon at hargonp2@unk.edu.
- Materials may be submitted electronically via email to hargonp2@unk.edu or in person, Room 223 of the Calvin T. Ryan Library. To mail your materials, address them to Patrick Hargon, Learning Commons, LIBR #223b, Kearney, NE 68849.
- Qualified applicants will be contacted for an interview. Candidates not hired may elect to have their materials kept on file for future openings.
- For questions about the application process, position, and/or Writing Center, contact Patrick Hargon via email (hargonp2@unk.edu) or phone (308-865-8905).

It is the policy of the University of Nebraska at Kearney not to discriminate based upon age, race, ethnicity, color, national origin, pregnancy, disability, sex, sexual orientation, gender identity, genetic information, veteran's status, marital status, religion or political affiliation.

## LEARNING COMMONS WRITING TUTOR APPLICATION FORM

Name \_\_\_\_\_

Phone \_\_\_\_\_

UNK Email \_\_\_\_\_

Current Physical Address

\_\_\_\_\_  
\_\_\_\_\_

Circle number of hours desired per week

6-8

12-14

18-19.5

9-11

15-17

Mark all times you are available to work:

Morning

Afternoon

Evening

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

Department/major/minor/s \_\_\_\_\_

In which of the following are you participating? (circle all that apply)

Thompson Scholars

Student Support Services

Work Study

Study Abroad

English Language Institute (ELI)

Honors Program

RHA

Ambassador

Honor Society \_\_\_\_\_

other \_\_\_\_\_

What year are you in school? \_\_\_\_\_

When do you expect to graduate (Semester and year)? \_\_\_\_\_

Are you enrolled full-time (12 or more credits) or part-time? \_\_\_\_\_

Where else are/will you be employed (on or off-campus)? \_\_\_\_\_

\_\_\_\_\_

Have you been employed by UNK in the past? If so, for which department and when?

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