

Peer Writing and Communications Tutor Position Description

The Peer Writing and Communications Program is an initiative within the Student Success Center designed to provide all University of South Carolina undergraduates with peer-focused support for their composition projects. As a Peer Writing and Communications Program we use the composition process to engage our peers in self-reflective thinking, enhance our peers' composition skills and confidence, and encourage life-long learning. Tutoring sessions are tailored to help undergraduate students take advantage of the intellectual opportunities at every stage of the composition process across disciplines. The Peer Writing and Composition Tutors are undergraduate students who have excelled in their university courses, especially in those focused on writing, and who come highly recommended by their professors. Each tutor is trained to enable participant-driven learning and to share deliverable academic strategies.

Tutoring sessions are offered through 1-on-1 appointments and drop-in hours in the Peer Writing and Communications Lab located in the Student Success Center's Sims Hall Satellite Location (S109). Participants can attend up to two 1-on-1 appointments per week and then as many drop-in hours as they wish.

Qualifications

- Be an undergraduate student at the University of South Carolina-Columbia
- University-level writing experience
- Have an overall GPA of 3.0 or above (on a 4.0 scale)
- At least 15 USC credit hours earned
- Positive recommendation from professor in writing-intensive course
- Complete SSC Peer Leader Interview process
- Effective interpersonal and communication skills (to be determined by the Coordinator and/or Graduate Assistant)

Primary Responsibilities and Expectations

Peer Writing & Communications Tutors are expected to...

- 1) **Participate in training.** Tutors attend two days of training before the beginning of each semester. New tutors also participate in a weekly training cohort during their first semester.
- 2) **Attend Bi-Weekly Staff Meeting.** We hold staff meetings eight times throughout the semester. Tutors are expected to engage and participate in discussion and training activities.
- 3) **Engage Peer Writing and Communications pedagogy during Sessions.** Tutors facilitate participant-driven learning in the composition process through effective instruction, questions, and discussion.
- 4) **Model appropriate professional behaviors and attitudes.** Tutors should be on time to all shifts and meetings, treat others with kindness and respect, and respond to all correspondence in a timely manner.
- 5) **Hold 8-10 hours of tutoring/week.** Tutors should have sufficient availability and flexibility in their schedules to attend 1-on-1 and drop-in hours during the week.
- 6) **Participate in outreach efforts.** Tutors help spread the word about our program through class presentations, workshops, Write Nites, and other marketing efforts.
- 7) **Uphold FERPA laws.** Tutors maintain confidentiality on academic matters students disclose to them (grades, complaints, etc.).
- 8) **Complete other duties as assigned by the Coordinator of Peer Writing & Communications**

Remuneration and Reporting Structure

Tutors are paid \$10 an hour and are paid for the entire time they are at their drop-in shift. However, for appointment-based hours tutors are only paid when that session is filled. If a student cancels an appointment in less than 60 minutes ("late cancel") before an appointment is set to begin or is a "no-show" altogether, tutors will be paid \$5. Tutors report to the Coordinator of Peer Writing and Communications and may also be in contact with the Assistant Director of Peer Learning.

For more information, please contact SASSCPLN@mailbox.sc.edu