



Student Employee Job Description

Position Title	Writing Tutor		
Date Updated	5/26/21		
Dept Name	Student Success	Dept #	595
Contact	Student Success Coordinator	Email	jfrozenza@multnomah.edu
Weekly Hours	0-10		
Primary Physical Working Conditions	Common Area/Conference Room	Primary Location	Portland Campus
Position Summary	Serve and support academic needs of students at Multnomah University		
Responsibilities			
Provide virtual and in-person tutoring services with students on a scheduled basis; this will include educating students in various writing skills including brainstorming, outlining, following assignment criteria, developing thesis and arguments, and critically evaluating one's paper			
Be aware of other support services at MU for referrals			
Participate in promotions or outreach for the Student Success Center as directed by supervisor			
Collect assessment information as instructed by supervisor			
Update and manage Setmore calendar availability			
Serve as member of tutoring team and attend regular meetings with faculty advisor			
Provide minimal general student success coaching as needed (i.e. time management recommendations)			
Handle most administrative responsibilities such as scheduling and rescheduling appointments as needed			
Work to build positive relationships with students, meeting their needs in a safe environment			
Skills and Experiences gained from this position			
Communication, critical thinking, collaboration, teaching, assessment, program planning and implementation			
Qualifications			
Minimum of Sophomore student status or graduate-level student			
Successful completion of coursework in subject matter (transcripts required)			
Recommendation from a writing or TESOL department faculty member, from MU or elsewhere			
Excellent communication skills			
Strong life-style role-model to peers			
General Expectations for all Student Employees			
Communicate with Co-Workers			
Have good customer service			
Follow through on tasks and details			
Communicate with Supervisor			
Manage time and prioritize while at work			
Be on-time to work			
Eligibility / Restrictions			
Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks			
Must be enrolled at least half-time to be eligible for this position			
Apply			

[Online Application](#)

Contact Student Success Coordinator

Email jfrozenza@multnomah.edu