

SUNY ESF
Writing Resource Center Tutor Application

Return application materials to Moon Rm 13A, or email materials to Dr. Karin Patzke, the WRC Coordinator, at klpatzke@esf.edu

Intern position description: Intern Tutors do not need to have previous experience tutoring but should have completed two writing courses at ESF. Potential tutors must fill out an application and include a writing sample to be reviewed by the Writing Center Coordinator (who reports to the Writing Rhetoric and Communication Program Director). Applications are reviewed by both the Coordinator and the Director.

Applications are due May 1 for tutoring in the Fall semester and December 10 for tutoring in the Spring semester. There are multiple 4-6 hour paid positions available. An orientation and training take place the week classes begin. The WRC opens for appointments the second week classes.

In order to apply, please include a short cover letter that details your interest and/or experience as a tutor and peer mentor. Include one sample of your academic writing, preferably copies that show your professor's comments. These papers will not be returned.

Your cover letter should include the following information:

- Name, class year, major/minor
- Contact information
- Class schedule (for the semester you intend to be a tutor)
- Identify the languages you speak and write, as well as your proficiency.
- Reflect on your experiences as a student. What are your strengths and weaknesses as a writer?
- Identify and comment on your tutoring or teaching experience. Summarize the skill set you bring to the WRC.
- Identify the kind of tutoring situations you are most comfortable. Would you be willing to tutor students beyond the one-to-one setting? (workshops, online tutoring, classroom visits)
- References: List the names of faculty members who could comment on your writing and your academic ability. No letters are required now. I will get in touch with your references if I need information.