

# Writing, Literature and Foreign Languages Department WORK STUDY JOB DESCRIPTION

**Title:** *Writing Desk Tutor*

**Summer:** N            **Fall:** Y            **Winter & Spring:** Y -depending on success of fall

**Job Description:**

Student will tutor other students in basic writing skills via our online writing desk for approximately 5 hours per week. If student has fewer than 5 tutoring hours per week, he/she will complete other activities including research, grading, copying/scanning, etc., for instructors in the WLFL Department.

**Skills Required:**

**Strong writing skills are a must. Student must also have good communication and organizational skills. Student must be proficient in MS Word, Google Documents/Calendar/Sheets**

**Days/Hours:** 10 hrs/week TBD

**Dept:** WLFL

**Supervisor:** Hancock

**Campus:** Virtual

**Location:** Online

**Pay Level:** 1

**Phone:** 541-506-6171