



The "Write Place"

AAMU

Writing Tutor

Job Description

- Consult with students, offering feedback & suggestions for their writing tasks
- Research identify, & create writing resources
- Conduct class visits to promote writing resources
- Conduct writing workshops/presentations

To Be Eligible Applicants must:

- Maintain a minimum GPA of 3.0
- Successfully complete (earned an A or B) in both sections of Freshman Composition and demonstrate above average ability in any subsequent writing courses.
- Exhibit strong interpersonal skills

Application Process:

The "Write Place" employees tutors through the Tutorial Assistance Network (TAN). Students interested in serving as TAN tutors must meet the following criteria:

- Be enrolled as an undergraduate student at AAMU
- Maintain a minimum cumulative GPA of 3.00
 1. Obtain a **Faculty Recommendation Form from the instructor** who taught the Freshman Comp course or from the department chair if the instructor is no longer with the University
 2. Complete a **TAN Employment Application Packet** (may be obtained at TAN office, in The Write Place or on TAN web page located under Academic Support & Retention: <http://www.aamu.edu/academics/academic-support-retention/freshman-academy/tutorial-assistance-network/employment.html>)
 3. **Submit a completed TAN employment application, PDF cover letter, and PDF academic transcript** to Linda Skeete-McClellan: linda.skeete@aamu.edu
 4. **Submit a copy of TAN application packet (application form, cover letter & transcript) in addition to a prose writing sample** (2–5 pages in length) to Dr. Kem Roper: kem.ropер@aamu.edu (The best samples are generally ones that present an argument of some kind rather than a summary. You may use an essay that was written for a class)

Job Requirements:

- participate in ongoing training throughout the term of employment
- demonstrate engagement and growth in the position in order to maintain employment