



## **SPH TUTOR POSITION ANNOUNCEMENT**

**Position Title:** Peer Writing Tutor

**Hours per week:** Estimated 10-15

**Start Date:** September 16, 2023

**End Date:** December 15, 2023

**Application Deadline:** Wednesday June 21, 2023

**Department Description:** The School of Public Health Office of the Dean is offering peer tutoring within the school to support graduate students in writing and quantitative methods.

**Position Summary:** The School of Public Health is seeking **four** tutors for the autumn quarter; two writing tutors and two quantitative methods tutors. Each position is estimated to be 10-15 hours per week during the **2023 autumn quarter**. These tutors will support graduate students in the School of Public Health and will hold drop-in office hours as well as scheduled appointments.

**Writing Tutor Description:** Tutors support writers' ongoing writing and research development using a non-directive, conversational tutoring approach. We seek candidates who have strong writing skills and those who demonstrate reflection, metacognition, and empathetic listening. Tutoring is an intellectually and emotionally demanding position that requires high levels of initiative, responsibility, and critical thinking.

### **Duties and Responsibilities:**

- Hold 45-60 minute one-to-one tutoring sessions
- Hold weekly drop-in office hours (4-8 hours per week)
- Maintain a consistent weekly schedule for tutoring
- Be supportive, collaborative, approachable, and accountable
- Act as the liaison with Office of the Dean staff about student needs
- Track session hours
- Other duties as assigned

### **Eligibility and Requirements:**

- Master's or doctoral student
- Graduate students must be enrolled for a minimum of five credits, or two credits for Ph.D. candidates working on their dissertation
- Strong grades in tutoring application area
- Preference given to SPH students
- Excellent communication skills
- Dependable and reliable
- Flexible

- Ability to work independently in one-on-one and group instructional settings
- Experience as a tutor, mentor, teacher, or coach preferred
- Students who have or are seeking another position or training grant position are required to confirm with their supervisor(s) that there are no restrictions around being appointed in both positions.

**Compensation:** Hourly tutor positions are appointed from date of hire through the end of the quarter. The pay rate is \$25.50 per hour. The estimated weekly hours are 10-15 but may vary based on workload and will be paid according to hours reported on a timesheet. Hourly positions do not qualify for tuition or insurance benefits. While employed as a tutor by the University of Washington, you may not accept payment directly from students in exchange for these tutoring services.

**Application Procedure:** Please submit application, CV or resume, cover letter, and transcript (unofficial copy is fine), via the [Google Form](#). The deadline for submission is Wednesday June 21, 2023.

**\*\*Note that you must be signed into a Google account (UW or preferred Gmail account) in order to submit this application\*\*** If you're having problems, please contact [ovbrunt@uw.edu](mailto:ovbrunt@uw.edu)

**Non-discrimination Statement:** The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited by Presidential Executive Order 11246 as amended, Washington State Gubernatorial Executive Orders 89-01 and 93-07, Titles VI and VII of the Civil Rights Act of 1964, Washington State Law Against Discrimination RCW 49.60, Title IX of the Education Amendments of 1972, State of Washington Gender Equity in Higher Education Act of 1989, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, Age Discrimination Act of 1975, Vietnam Era Veterans' Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy. Equal Opportunity and Affirmative Action compliance efforts at the University of Washington are coordinated by the **Office of Equal Opportunity and Affirmative Action, University of Washington, 231 Gerberding Hall, Box 351240, Seattle, Washington, 98195-1240, telephone 206.543.1830 or email [eoaa@u.washington.edu](mailto:eoaa@u.washington.edu).**

**Access Statement:** The University of Washington is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, as a visitor or a student, contact the Disability Services Office at least ten days in advance at: 206.543.6450/V, 206.543.6452/TTY, 206.685.7264 (FAX), or [dso@u.washington.edu](mailto:dso@u.washington.edu).