



DAYTONA STATE COLLEGE

Department: Writing Center

Campus: Daytona, Deltona, DeLand, Flagler/Palm Coast, New Smyrna, ATC

Funding: Federal Work Study (FWS), Institutional Work Study (IWS)

Hours Per Week: 10 to 20

Hourly Wage: \$8.56

Days Needed: Monday Tuesday Wednesday Thursday Friday

Times Needed: Monday – Thursday, 8am – 5 pm; Friday 8am – 3pm

Supervisor: Kristen Bales

Method of Contact:

- Call: 386-506-3034
- Email: Kristen.Bales@daytonastate.edu
- In person: Building # 115 Room # 321

Required Documents:

- Cover Letter
 - Resume
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Job Title: Peer Tutor

Purpose of Job: To clarify communication and writing-related subject matter through one-on-one or small group tutoring.

Duties/Responsibilities: 1. Tutor writers at any level of proficiency on any type or stage of writing. 2. Arrive and begin tutoring sessions daily and on time. 3. Write post-tutoring reports in TutorTrac. 4. Review resources as requested or when not seeing clients. 5. Actively participate in trainings and meetings by asking questions and brainstorming solutions. 6. Bring questions or concerns about sessions to the Associate Director, Coordinator, or Writing Specialists. 7. Assist the Writing Center staff with other tasks as needed. 8. Work on Writing Center relevant projects/task when not tutoring.

Job Qualifications: Ability to explain writing concepts to help clients improve their communication skills; Have an interest in writing and be familiar with academic writing conventions, including citation styles, grammar, and organization; Must be empathetic, caring, and able to respond to client's anxiety about writing; Have fundamental digital literacy; preferably knowledgeable of MS Office, relevant academic software, and DSC technology-based resources like FalconOnline; Must be in good academic standing; Must possess good time management skills.