

Date Position Open: April 28, 2015

Position Closing Date: May 12, 2015

Category and title of position: Social Work Writing Tutor (2 positions)

The social work writing tutors provide writing support services to social work students. The positions emphasize support for MSW students, with additional services provided to bachelors and PhD students as applicable. The positions require flexible schedules to accommodate the needs of all social work students; this means working daytime, evening, and weekend hours as needed.

These are academic-year positions with the highest demand in autumn quarter.

- **In summer quarter**, the positions are offered as hourly student appointments with variable hours (15 hours/week total across available tutors). Applicants who cannot work in summer quarter are still encouraged to apply, since the other tutors on the team may be able to fill in to meet summer demand.
- **In autumn quarter**, the positions are offered as graduate student appointments (20 hours/week per tutor). In accordance with the Academic Student Employee (ASE) contract, the tutors will be paid at the current Premasters TA rate, including a tuition waiver for autumn quarter. Students must be enrolled in at least 10 credits to qualify for a GSA. Please visit [this website](#) for more information.
- **In winter and spring quarters**, the positions return to hourly student appointments with decreased hours (up to 14 hours/week per tutor).

Criteria for Eligibility:

- Must be a student entering the MSW advanced curriculum in the 2015-2016 academic year. This includes rising second and third year EDP students, rising second year Day students, and entering Advanced Standing students.

Responsibilities:

- Maintaining a regular weekly schedule of one-to-one tutoring sessions and writing support projects
- Offering one-to-one tutoring sessions in which the writer's needs and goals are prioritized
- Providing outreach to students, promoting writing support services, and managing all scheduling
- Participating in training sessions to develop theoretical and practical understanding of tutoring goals and guidelines and to reflect on personal and professional development in the tutoring role
- Working collaboratively with social work faculty and staff to support student learning and writing
- Working collaboratively with other writing tutors to develop and lead writing workshops, distribute writing tips, coordinate with instructors, etc.
- Designing and assessing student evaluations of writing support services
- Documenting writing support services and common themes, issues, and concerns from tutoring sessions

Minimum Qualifications:

- excellent demonstrated written, oral, interpersonal communication skills
- ability to identify a writer's difficulties, prioritize concerns, and successfully communicate complex strategies for resolving them

- critical understanding of social justice principles and theories and ability to apply them to the tutoring context
- demonstrated ability to prepare and present material in front of faculty, staff, and students
- broad knowledge of useful research and writing skills (especially in the social sciences)
- interest in larger ongoing projects to support writing at the UW School of Social Work

Preferred Qualifications:

- previous tutoring or mentoring experience (especially with diverse populations)
- strong working knowledge of Soc W 500 and Soc W 501 course content, including key concepts, theories and issues
- proficiency in finding and interpreting demographic data from the US Census or comparable government source and developing data tables and graphs
- a demonstrated commitment to equity and access in academic support services

Application:

Please clearly label and submit the following online [here](https://catalyst.uw.edu/collectit/dropbox/leannedo/35306) (<https://catalyst.uw.edu/collectit/dropbox/leannedo/35306>) by May 12, 2015:

- a letter of application, describing qualifications and reasons for your interest in this position
- a resume or curriculum vitae, indicating your range of academic and professional experience
- a writing sample
 - Please include a brief note describing the context (writing situation) in which you produced the piece
 - On an attached sheet, please answer the following question (250 words maximum):
Reflecting on this writing sample now, how would you revise this piece and why?
- a list of two social work faculty references (full name and email); a third personal reference is optional

Selected applicants will be asked to complete supplemental questions. Finalists will be invited to an in-person interview.

Additional Considerations:

If you have not already done so, interested applicants are encouraged to complete a one-to-one writing session with a current social work writing tutor. Please visit the social work writing tutor website at <http://socialwork.uw.edu/students/services/writing-tutors> to make an appointment.

Questions:

Please contact writing team supervisor Leanne Do at leannedo@uw.edu with any additional questions.

“University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.”