



Writing Lounge Assistant/Writing Tutor Job Description

Peer Educators support Dalton State students in developing greater independence and success as writers and learners. Writing Lab Assistants support students at various stages by applying effective writing, revision, and study strategies and by reinforcing writing-related concepts and expectations across disciplines, while upholding academic integrity, originality, and institutional policies.

Required Qualifications

- Must have a GPA of 3.0 or higher and maintain this academic standing for the duration of employment
- A or B+ in courses selected as tutoring support offerings
- Minimum Writing Lab Qualifications:
- Exemplary writing ability and proficiency in standard written English
- Strong understanding of academic writing conventions
- Must be in good conduct standing and maintain good conduct for the duration of employment
- Completion of college course credit for at least one semester
- A commitment to peer learning
- Ability to secure campus recommendations upon request
- A foundational understanding of academic integrity

Responsibilities Associated with Writing Lounge Assistant/Writing Tutor Positions

- Assist students with writing-related concepts, assignments, and projects across disciplines
- Supports student learning of the writing process, including brainstorming, organization, drafting, revising, and editing
- Facilitates the development of effective writing, reading, and study skills
- Conducts one-on-one, small group, and/or drop-in writing support sessions
- Adapts personalized learning strategies to meet student needs, as drop-in support requires assisting students with a variety of writing tasks and course contexts
- Participates in scheduled meetings with supervisor or Peer Educator Leadership Team (PELT) mentor
- Assists with campus events that support student learning and development
- Independently prepares for upcoming peer learning sessions
- Assists peers in setting academic and personal goals while monitoring progress toward goal attainment

- Maintains confidentiality regarding student work, academic progress, and personal information
- Completes ongoing monthly training, including beginning-of-semester training
- Makes informed and appropriate campus referrals
- Implements proper operations and recordkeeping procedures, such as student sign-ins, help-desk logistics, and resource checkouts
- Distributes promotional materials as requested
- Completes various tasks assigned by the Peer Education department

Time Commitment: Students may work up to 19.5 hours or fewer each week

Center Hours (Fall Spring & Summer)

Writing Lounge Hours: Monday-Thursday: 8:00 a.m. – 8:00 p.m.

One-on-One Tutoring Hours: Monday-Thursday 8:00 a.m.- 6:00 p.m.

Associated Benefits:

- Flexible Hours
- Earn \$9.25/hour
- Build Your Resume
- Connect with Fellow Roadrunners
- Potential for Earning Letters of Recommendation for Grad School and Future Employment