



2019-2020 Tutor Application Process

In the coming weeks, the Center for Writing and Speaking will be hiring new tutors for the 2019-20 academic year. If you are interested in collaborative learning, peer tutoring, and helping fellow students become better writers and speakers, you should apply as a CWS tutor!

We are looking for rising sophomores, juniors, and seniors who excel at writing, oral presentations, and working with people from different backgrounds in a collaborative environment. Being a CWS tutor is a demanding but rewarding responsibility because you get to be a part of the academic support system for Agnes Scott students. Candidates should have a GPA of at least 3.2 and should be recognized as good campus citizens. Both applicants who have work-study awards and those who do not are encouraged to apply.

Please review the CWS handout, "Preparing to Become a Center for Writing and Speaking Tutor." As the handout suggests, since you learn to be a tutor from the experience of getting tutored, we strongly recommend that you come in to the CWS for tutoring if you haven't done so already.

Application process and timeline:

The application will be sent to all students via email. We strongly encourage you to attend the tutor hiring informational session on **Thursday, Jan. 24th, 1 pm, Campbell G-17**. Applications are due by **5:00 p.m. on February 25th (Monday)**. A small group of students will be selected to proceed to the second round of the application process, which includes two interviews (one formal interview with the director and the coordinator and one informal interview with a CWS tutor) and a brief oral presentation on a given topic. Details about the interviews and oral presentations will be sent to those selected candidates. Our goal is to make hiring decisions in March or early April.

Application materials:

1. Completed CWS tutor application, which includes the names of two Agnes Scott faculty members who have taught you. We will reach out to them for a reference.
2. A cover letter
3. Two academic writing samples from courses taken at Agnes Scott (candidates may also submit creative writing samples as "additional materials.")
4. Resume
5. Additional materials you choose to provide

By 5:00 p.m. on February 25th (Monday), please electronically submit a typed copy of the above materials in ONE file as a single PDF document to cws@agnesscott.edu. Please make sure your document is properly formatted, with no unnecessary spacing that adds to its length.

It is important that you title both your email and your application document as follows:

Last name, First name-CWS tutor application (ex: Ivanova, Mina—CWS tutor application.pdf)

AGNES SCOTT