



**UNC CHARLOTTE**  
**Writing Resources Center**

Cameron 125 | Atkins Library G31 | Center for Graduate Life  
9201 University City Boulevard, Charlotte, NC 28223-0001  
(704) 687-1899 | [wrc.uncc.edu](http://wrc.uncc.edu)

## **Applying for a Position as a Tutor in the Writing Resources Center (WRC)**

Becoming a tutor is a great way to learn more about writing and to gain professional experience in writing and communication. New undergraduate and graduate tutors will enroll in ENGL 4400/5400: Theory and Practice of Tutoring Writing for the semester in which they will begin tutoring. As part of the class, you will tutor for three hours in the WRC.

Students who complete English 4400/5400: Theory & Practice of Tutoring Writing at UNC Charlotte with a final grade of “B” or higher are then eligible to apply for a paid, part-time position as a tutor in the WRC. To be considered, you must demonstrate professionalism, ethical behavior, informed application of writing center research, theory, and best practice, and reflective thinking about your work in the WRC.

Positions are for one semester and may be renewed. Because a goal of the WRC is to provide this learning experience to as many qualified students as possible, first priority is generally given not to the most experienced tutors, but to those who have most recently completed ENGL 4400/5400.

### Job Responsibilities:

- Conduct writing consultations in accordance with ethical and best practices.
- Continually assess and develop your tutoring practices via observing and being observed by others.
- Regularly reflect on your practices.
- Participate actively in staff meetings.
- Give occasional classroom presentations and writing workshops on behalf of the WRC.
- Contribute to the WRC’s public relations efforts by representing the WRC at campus resource fairs and other events.
- Occasionally fulfill various office duties, such as staffing the front desk.
- Mentor and assist in training novice writing assistants.
- Be willing and able to work hours consistent with the WRC’s needs.
- Be willing and able to work in the WRC’s satellite locations.
- Be willing and able to learn and to conduct writing consultations online.
- Be a curious learner about writing center work, contributing to the learning of the WRC community of practice.

### Application Process:

To apply for a position, please email the WRC administrators ([wrcadmin@uncc.edu](mailto:wrcadmin@uncc.edu)) and include the following:

- a copy of your unofficial transcript,
- an application letter that states your interest in tutoring and Writing Center work,
- your current Curriculum Vitae or resume, and
- at least four pages of an academic writing sample.

Prior to the semesters in which the tutoring course is offered, WRC administrators will conduct interviews of potential tutors. All successful applicants will then be given a permit for ENGL 4400/5400 in order to register.

If you are interested in tutoring, please contact the WRC administrators to inquire interview and hire dates.