Academic Support Center
NORTHEASTERN ILLINOIS UNIVERSITY

Writing Tutors
NEIU Carruthers Center
Spring 2027

Please read the qualifications and job description carefully. The link to the job application is available at the end of this document.

The Academic Support Center provides peer-directed academic tutoring for NEIU students. Tutors are available for content, math, writing, and Writing Intensive Program (WIP) support. All tutors are trained to also provide reading and general learning support.

ASC tutors support student learning. They work with students to help them become better thinkers, writers, and learners.

ASC tutors are graduate and undergraduate students who are recommended by faculty. They are hired through an application and interview process and are given supervision, training, and support to serve as tutors.

All tutors are hired prior to the start of the Spring 2027 semester.
Please see the application form (link at the bottom of this document) for deadlines.

Please see the Qualifications and Job Description below. A link to the application form can be found at the bottom of this document.

Writing Tutors / Carruthers Center

Writing Tutors are graduate students who are hired and trained to support student writing skills. Writing Tutors support any student who wishes to work with a Writing

Tutor. ASC will recruit highly qualified undergraduate students to be Writing Tutors if the graduate student positions are not filled.

Writing Tutor candidates who are enrolled in graduate degree programs such as Communication, Media and Theatre; English Composition; Secondary Ed Language Arts; Linguistics; Literacy Ed; and TESOL may be awarded Graduate Assistantship positions by the English Language Program (ELP) in Fall and Spring semesters to work for ASC. Writing tutor candidates enrolled in other NEIU graduate programs may be awarded Graduate Assistantship positions or hired as student aides by ASC.

Most Writing Tutors work on NEIU's main campus and provide synchronous tutoring that is conducted in person on campus or online via Google Meet.

ASC also hires Writing Tutors to provide in-person tutoring at NEIU's El Centro and Carruthers Center locations. Writing Tutors hired to work at El Centro or Carruthers Center are eligible to also hold shifts on the main campus if their availability allows.

Qualifications

Student Aide / Work Study Tutor Positions

- Enrolled in at least 6 credit hours in a degree-seeking program during Spring 2027 per Student Employment requirements
- In good academic standing with a cumulative GPA of 3.00 or above
- Eligible to work in the United States (able to complete an I-9 form)
- The endorsement of an NEIU faculty member or department chair **who can speak to the candidate's writing abilities**
- Strong interpersonal and communication skills
- Interested in helping other students improve as learners
- Available to participate in **weekly training in person on the main campus or online** on
    - Tuesdays from 3:05 pm to 3:55 pm ***or***
    - Wednesdays from 9:30 am to 10:20 am
- **Able to work at Carruthers Center (700 E Oakwood Blvd) at least three days a week**

Graduate Assistantship Tutor Positions

- Meet the qualifications listed for student aide / work study positions listed above, but be enrolled in at least one credit hour in a degree-seeking program
- Meet the requirements of the College of Graduate Studies and Research
- Apply for tutor positions in their area of study
- Intend to pursue teaching/education as part of future career plans

Job Description

Scheduling

Carruthers Center Writing Tutors work a regular schedule of between 10 and 15 hours spread across at least three days a week at NEIU's Carruthers Center location at 700 East Oakwood Boulevard. Writing Tutors hired to work at El Centro or Carruthers Center are eligible to also hold shifts on the main campus if their availability allows.

The number of hours per week is dependent on the status of employment (graduate assistant or student aide/work study), the tutor's availability, and ASC needs for Writing tutoring coverage during open hours.

- Tutors and ASC administrators determine and confirm a schedule that is programmed into TutorTrac to facilitate appointment making.
- **Carruthers Center Writing tutor schedules** occur within the following hours over at least three days:
    - Monday through Thursday 10:00 am to 6:00 pm
    - Friday 10:00 am to 5:00 pm
- **Spring 2027 tutor hours** begin on Tuesday, January 19 and end on Friday, May 14
    - ASC will be closed
        - Friday, February 12 for Lincoln's Birthday
        - Saturday, March 13 through Sunday, March 21 for Spring Break

Training

- New tutors participate in synchronous training in person on the main campus or online every week for one hour:
    - Tuesdays 3:05 pm to 3:55 pm

    - Wednesdays 9:30 am to 10:20 am
- Tutors participating in training online must have their cameras on and be able to participate in group discussions.
- Returning tutors participate in training during designated weeks throughout the term.
- All tutors complete weekly asynchronous training tasks via an ASC D2L shell.

Compensation Spring 2027

- New tutors who hold student aide/work study positions are paid $15.00/hour.
- Returning tutors who have worked for ASC for at least two 16-week terms are paid $15.45/hour.
- Graduate Assistant Tutor compensation is defined by the College of Graduate Studies and Research with increased stipends available to tutors who have worked for ASC for at least two 16-week terms.

Duties and Responsibilities

During their regularly-scheduled hours, tutors will do the following:

1. Train

- Complete assigned **training tasks** in the ASC D2L shell
    - Asynchronous training materials (readings, videos, discussion posts)
    - Attend and participate in required synchronous training sessions as scheduled on Tuesday or Wednesday

2. Outreach

- Complete assigned **student outreach tasks** in the ASC D2L shell
    - Review syllabi and materials in D2L shells of course sections that ASC targets for outreach
    - Request class visits, create introduction video, compose periodic emails to communicate with students and faculty of course sections that ASC targets for outreach
- Complete tasks as assigned related to ASC events, projects, or needs

3. Tutor

- **Work with students** who have scheduled appointments or appear for walk-in support
- Be logged into TutorTrac and Nmail in order to be responsive to ASC staff, the front desk, and students
- Work in a professional manner
- Work with students at any stage of the writing process -- including before anything has been written
- Help students to navigate academic writing tasks
- Ask open-ended questions, make suggestions, and help students make a plan for practicing skills and acquiring knowledge
- Model critical thinking and problem solving
- Suggest strategies for time management, project management, studying and reviewing course material, etc.
- Encourage students to utilize other resources including the course instructor
- Not edit, revise, or proofread students' work
- Not provide any written comments or feedback on students' work
- Not judge or evaluate student work
- Focus on the writing process over the product
- Provide reading and learning strategies support to students when warranted

GA Tutor Job Description

In addition to the responsibilities listed above, GA Tutors may be required to

- Prepare and deliver student workshops
- Assist with tutoring center data analysis and reporting
- Serve as a mentor to new tutors (required only of experienced tutors)
- Locate readings on current theory and practice of tutoring in order to lead small-group tutor training sessions (required only of experienced tutors)
- Prepare an e-portfolio documenting the work done over the course of the semester, including materials development, tasks, and a revised Statement of Tutoring Philosophy

Spring 2027 ASC Writing Tutor Application

Applications are due on Monday, November 16 at 5:00pm.