Position Description:
The Writing Program is accepting applications from second- and third-year students in the College, for the position of Peer Writing Tutor.

In individual tutorial meetings like those offered by College Core Writing Tutors, Peer Writing Tutors provide writing support to undergraduate students enrolled in Common Core courses. Peer Writing Tutors are not copyeditors or proofreaders; instead, they help writers improve their skills in analyzing and revising academic writing.

Peer Writing Tutors will work one, two or three 4-hour shifts (as they choose), for example, Sundays and Wednesdays 6:00-10:00pm.

Training:
Successful applicants will be awarded a seat in our quarter-long, credit-bearing training course: a dedicated Peer Writing Tutor section of ENGL 13000: Academic and Professional Writing (Little Red Schoolhouse) in Spring 2020. Successful completion of the training course is required in order to begin working in Autumn 2020.

Supervision:
In the first quarter of work, Peer Writing Tutors will be supervised by a Writing Program Assistant Director and mentored by an advanced graduate student Writing Tutor. At the end of their first quarter, each Peer Writing Tutor will create and submit a teaching portfolio that includes student evaluations and a personal statement in which they reflect on their pedagogical practices.

Compensation:
Peer Writing Tutors are compensated at $15.00 per ($600-$1,800 per quarter).

Term of Appointment:
Peer Writing Tutors train in Spring 2020, begin working in Autumn 2020, and upon satisfactory performance, they can continue working in Winter 2021 and beyond.
Application Components and Procedure

The Peer Writing Tutor Application has three components.

A. **Submit at least one letter of recommendation from a University of Chicago faculty member, instructor, or writing intern.**

   The letter of recommendation should be from someone who is familiar with your writing at UChicago and how you communicate in the classroom. Please ask your letter writer to send their recommendation via email to writing-program@uchicago.edu by the application deadline (Feb. 12th, 2020).

B. **Prepare the five materials below. Then, submit them on the Writing Program website by the application deadline. All five materials must be submitted at the same time.**

   1. **Unofficial copy of transcript**
   2. **Personal statement**
      
   In 1 page (single-spaced), please let us know about your writing and revision experiences, your approach to writing, and/or anything else you think relevant.

   3. **Personal statement cover sheet** (included in this packet)
   4. **Writing sample**
      
   4-7 page paper (double-spaced) from one of your courses at UChicago. You are welcome to submit a portion of a longer paper. Do **not** put your name on the writing sample.

   5. **Writing sample cover sheet**
      
   Included in this packet. Do **not** put your name on the cover sheet.

   When these five items are assembled, submit them here:

   [https://writing-program.uchicago.edu/jobs/](https://writing-program.uchicago.edu/jobs/)

C. **Once your application is submitted, you will be asked to come to the Writing Program office between February 13th and February 14th to provide feedback on a sample student paper.**
Forms for Application Materials

Cover Sheet One: Personal Statement Cover Sheet

Please create a copy of this cover sheet as a separate Word file and submit it with your other application materials.

<table>
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<th>Your first name:</th>
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Personal Statement

In 1 page (single-spaced), let us know about your writing and revision experiences, your approach to writing, and/or anything else you think relevant. You may paste your statement below or include it in a separate document.
Cover Sheet Two: Cover Sheet for Writing Sample

Office Use Only: Application number__________

Please paste this cover sheet to the beginning of your writing sample. To allow us to judge this portion of your application anonymously, please do not include your name on this cover sheet or the writing sample itself.

1. Is your submission (part of) a:
   __ paper for coursework __thesis __journal article __conference paper
   __other:___________________________________________________

2. Please provide a brief synopsis of the piece you have submitted: what is your overall argument, and/or what are the main points that you’re trying to communicate to your readers?

3. Is this an excerpt of a larger project? If so, how does it fit into the larger project?

4. Who are your intended readers? What disciplines are you writing for, and what might your imagined audiences care about? [For example: perhaps you’re writing for a Sociology audience, but also for a more interdisciplinary audience of scholars interested in urban studies.]

5. What about the piece are you most happy with?

7. Few writers believe their writing is perfect. You may feel that a central concept eluded description, or that a key paragraph escaped all bounds of rational structure, or that a sensitive issue might not have been framed in the best possible way. In a paragraph or less, please tell us what about this piece gave you the most difficulty as a writer.
Contacts and Further Information

Your writing sample and feedback on the sample student paper will be scored by two Writing Program staff who will know you only by your assigned number.

If any portion of our application is not accessible for you, please let us know.

Questions? Contact us:

writing-program@uchicago.edu

Deputy Director, Kathy Cochran (702-1936)
Senior Associate Director, Tracy Weiner (834-4691)
Associate Director, Linda Smith-Brecheisen (702-2658)
Assistant Director, Ashley Lyons (834-0850)
Assistant Director, Carissa Abrego-Collier (834-0850)