

United Lutheran Seminary

GETTYSBURG + PHILADELPHIA

Federal Work Study Job Description Fall 2017- Spring 2018

Office: Wentz Memorial Library and Krauth Memorial Library
Gettysburg Campus Philadelphia Campus

Position Title: Writing Center Peer Tutor

General Description: Primary function is to provide editing, formatting, and basic computer support for peers.

Hours of Work: Varies

Pay Rate: \$11.00 hourly

Supervisor's Name: Mr. Evan Boyd, Library Director & Archivist

Qualifications:

Must be reliable and productive with excellent interpersonal skills. Attention to detail is critical. Computer skills are necessary. Must enjoy working with the public and be able to work with minimum supervision, following established rules and protocols. Punctuality and reliability are essential. Position is also available to students ineligible for Federal Work Study.

Specific Tasks:

1. Provide basic formatting assistance to students.
2. Aid in the development of bibliographies and citation skills for students.
3. Provide basic computer assistance for using Word and PowerPoint
4. Provide editorial assistance to peers, with a max of 10 pages per project
5. Helping peers with structural or topical issues with projects
6. May have to use Skype for Business to assist peers from a distance.