



# Undergraduate Tutor Application Coversheet for Positions Starting Fall 2017

## Emory Writing Center

Name:		Email:	
Local phone:		Permanent phone:	
Permanent address:		City/State/Zip:	
1 <sup>st</sup> Major	2 <sup>nd</sup> Major	Minor	
Current Class (Fr./Soph./Jr./Sr.):		Anticipated Graduation Date:	
Student ID Number:	Do you speak any languages other than English? If so, which language(s)?		

Please list two references. At least one should be a faculty member at Emory:

Name	Title	Phone	Email

How did you hear about this position? \_\_\_\_\_

To apply, please submit:

1. This coversheet
2. Letter of Application (1-2 pages)  
Your letter should address: a) one or more of your specific experiences—formal or informal—relevant to writing center work (such as tutoring, being tutored, teaching, writing, revising, community outreach, or working across language differences); and b) why you would like to work at the Writing Center. Please see our mission statement and learn more about our work at [writingcenter.emory.edu](http://writingcenter.emory.edu).
3. Transcript (can be an unofficial copy)
4. Resume
5. 4-8 page academic writing sample (can be an excerpt from a longer work) composed for an Emory course, along with a 1-2 paragraph statement describing your composing and revision process, how you might revise further if given the chance, and why you chose the sample for this application.

**DUE: Monday, February 20<sup>th</sup> by 5 PM.**

Application materials should be **delivered** to Callaway N-212 (open Sun.-Thurs. 12-8 PM & Fri 12-5 PM) or **mailed** as a hard copy (no emailed applications, please) to:

Lex Hackney  
 Callaway, N205A  
 Emory University  
 Atlanta, Georgia 30322

Students currently studying abroad or applying from the Oxford campus are the *only* exceptions. They may send their application materials (combined into a single pdf file, please) to [writingcenter@emory.edu](mailto:writingcenter@emory.edu).

We plan to interview *selected* candidates in late February/early March and make final decisions **by March 31<sup>st</sup>**.

Before applying, please review benefits/responsibilities of EWC tutors information at [writingcenter.emory.edu](http://writingcenter.emory.edu).