

The Writing Centre of Friedrich-Alexander-University Erlangen-Nürnberg is looking for a

Writing Tutor (Studentische Hilfskraft)

Job Duties and Responsibilities:

- Offer individualized writing consultations in English for members of the FAU community
- Engage in ongoing development of tutoring and writing consultation skills, through training sessions, writing consultation observations, reflection, and other methods as needed
- Assist with office tasks such as compiling data, maintaining schedules, preparing educational materials, etc.
- Assist with event planning and delivery, such as the Lange Nacht der aufgeschobenen Hausarbeiten, Lange Nacht der Wissenschaften, workshops, and others as needed

Qualifications:

- Native or near native speaker of English
- Matriculated as an FAU student at least through September 2018
- Interested in the process of writing
- Good listener, empathetic, open, curious, collaborative
- Reliable and proactive
- Effective communicator in a multicultural setting
- Microsoft Office proficiency
- German working knowledge is desired

Comments:

The Writing Centre is part of the [Learning Lab](#), an initiative where students provide leadership and support for fellow students.

Additional Details:

- The position is temporary and part-time, approximately 6 hours a week.
- The anticipated start date is October 9, 2017.

For further information, please contact:

Shira Richman, SprachenZentrum, shira.richman@fau.de

To apply, please send your resume and a cover letter to: shira.richman@fau.de

Application deadline: August 28, 2017.