

The Writing Centre at 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.
- Oversee Learning Lab rooms
- 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
- Training as a writing tutor and/or requisite experience
- Matriculated as a university student at least through September 2019
- Strong writer in English and interested in the process of writing
- Good listener, empathetic, open, curious, collaborative
- Reliable and proactive
- Effective communicator in a multicultural setting
- Proficient in Microsoft Office
- Working knowledge of German 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, 5-10 hours per week.
- The anticipated start date is November 1, 2018.

For further information, please contact:

Shira Richman: shira.richman@fau.de

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

Application deadline: August 31, 2018.