**Posting Information for Graduate Student Tutors**

**Faculty of Agricultural and Food Sciences**

**Job Description:**

* Work one-to-one with students at any stage of the writing process on a variety of writing-related issues such as focus, organization, coherence, clarity, referencing, and grammar
* Guide students as they develop their revising and editing skills
* Provide, recommend, and/or model effective use of resources related to academic writing conventions
* Provide encouragement and build student confidence as academic writers
* Engage in 16 hours of initial training in August and September
* Participate in additional training meetings in both the Fall and Winter terms
* Facilitate short promotional or writing-related workshops (Optional)
* Other duties as assigned

**Job Requirements:**

* Enrolled as a graduate student at the University of Manitoba (must be returning to academic studies in September 2018).
* Has a minimum 3.0 GPA and is in good academic standing
* Strong background in academic writing
* Has the interpersonal and communication skills necessary to support students (patience, ability to provide clear explanations, understanding of resources, demonstrated ability to work effectively with others)
* Demonstrated ability to work effectively with students of diverse educational, age, racial, ethnic, and cultural backgrounds
* Experience, knowledge and/or understanding of Indigenous cultures and histories considered an asset
* Available during the last week of August for training
* Indigenous students are strongly encouraged to apply

**Salary:** $17 / hr

Please send your cover letter and CV to Heather.Wiebe@UManitoba.Ca by **Monday, August 20, 2018 (4:30 PM).**