



Writing Tutor, University Writing Centre
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	October 2017
Salary	Negotiable
Employment Type	Part-time

Writing Tutor, University Writing Centre

University of The Bahamas is pleased to invite applications for the position of Writing Tutor, University Writing Centre. This part-time appointment will begin Fall 2018.

The University Writing Centre (UWC) at the Oakes Field Campus is seeking a part-time writing tutor. Reporting to the UWC Coordinator, the tutor will provide writing assistance to students and assist with the day to day operation and efficiency of the UWC. While primary responsibilities include instructional and administrative/clerical work, the tutor will also assist the Coordinator with special writing tasks and projects as needed.

Responsibilities. Tutor students; conduct writing and instructional workshops; assist with the mentoring/supervision of student and volunteer tutors; assist with the management of the UWC schedule; schedule student appointments; assist with special writing tasks and projects as needed; assist with the promotion of the UWC through a variety of means including various forms of media and/or classroom visits.

Qualifications. Candidates must have an earned bachelor's degree or higher in Rhetoric and Composition, English, Communication or a relevant field from an accredited institution.

Setting. The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter describing how the applicant's professional qualifications and experience relate to the responsibilities of the position;

2. Copies of academic qualifications;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Three letters of reference;
7. Completed UB Application for Employment Form found at this link: <http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf>

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position -- *Writing Tutor, University Writing Centre (Part-Time Staff Postion)* -- in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/document with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact provostoffice@ub.edu.bs.