



Student Tutors
(Part Time Temporary)

DEPARTMENT: Writing Center
HIRING SUPERVISOR: Emily Bouza
TYPE OF POSITION: Part Time (hourly rate)

Must maintain accurate daily timekeeping records in accordance with UMHB's timekeeping system. All hours worked must have prior supervisory approval. Under no circumstance can hours worked exceed 26 in any given workweek (Saturday – Friday).

UMHB students are allowed employment at UMHB in only one position at any given time.

JOB DUTIES: Provides assigned tutoring to UMHB students at the Writing Center.

MINIMUM REQUIREMENTS:

1. Must be enrolled as a full or part-time student at UMHB. Must have successfully passed ENG 1321 and ENG 1322 or equivalent.
2. An overall GPA of 3.0 or higher (on a 4.0 scale) is required. A GPA of 3.0 or higher in writing related courses is required.
3. Must be available to conduct tutoring sessions according to the assigned schedule, which may include evening and/or weekend hours.
4. Must be able to effectively communicate in both verbal and written formats.
5. Must possess exceptional time management and detail-orientation skills.

TO APPLY: Contact Emily Bouza at ebouza@umhb.edu or 254-295-5456.