Our Community

Writing Center tutors are not only writing tutors, they are also educators. As writing tutors, we are committed to helping students become more confident, self-directed, and informed writers. As educators, we are committed to facilitating rich, focused, dynamic opportunities for student-centered learning. Our goal is to support students in their development and acquisition of lasting skills. This is also our goal for ourselves: Writing Center tutors participate in initial training and ongoing professional development. They engage in a vibrant, reflective, and collaborative intellectual community.

Apply to be a Tutor at the SBCC Writing Center
If you are interested in becoming a Writing Center tutor at SBCC, please read this page carefully and explore the Writing Center web site. The position requires a bachelor's degree and previous tutoring, teaching, writing, or counseling experience. We are looking for skilled writers who understand composition as a process and are enthusiastic about learning. Please visit the SBCC Employment web site to complete an online application.

F.A.Q.s

Q: What are the required qualifications?
A: You must have a minimum of a B.A. and previous tutoring, teaching, writing, or counseling experience.

Q: Who are Writing Center Tutors?
A: Writing Center tutors are educational professionals and writers who value learning, writing, and working with others. They come from diverse educational and cultural backgrounds and include:
- Experienced educators familiar with teaching college composition and ELL courses
- UCSB graduate students with experience writing in many disciplines
- Published authors, poets, and journalists
- Trained counselors, therapists, and academic support specialists

Q: How do I apply?
A: To begin, please visit the SBCC Employment web site and complete an online application. Qualified applicants will be contacted and invited to come to the Writing Center for a pre-interview skills assessment. Candidates with the necessary skills are then invited to interview.

Q: What is the Skills Assessment?
A: The Tutor Skills Assessment allows applicants to demonstrate how they would respond to student writing. Additionally, applicants answer some short questions about themselves and complete a grammar assessment.
Q: What is a typical tutor’s work schedule like?
A: During the Fall and Spring semesters, The Writing Center is open 9:00 a.m. to 7:00 p.m., Monday through Thursday, and 9:00 a.m. to 3:00 p.m. on Friday. Tutoring shifts are 3 to 4 hours long, and new tutors usually begin with no more than one to three shifts per week. Our scheduling is flexible, and tutors may request their preferred hours, but tutors are generally expected to commit to a weekly schedule for the entire semester. Tutors may also work additional hours as substitutes when other tutors are not available for the occasional shift. As part-time, hourly employees, tutors may not work more than 19.5 hours a week.

Q: How do students meet with tutors? How many students do tutors see during their shifts?
A: Tutors see students in the center itself, by appointment and on a drop-in basis. Each tutoring session is 30 minutes. We are a busy service, and we try to provide ample staffing to ensure that tutors have adequate periods of rest. However, at peak times, when the demand for tutoring is high, tutors often see students back-to-back.

Q: What kinds of papers do tutors see? What writing skills do tutors help students acquire?
A: Writing Center services are available to all SBCC students at all levels, from basic skills to the most advanced courses, and in all subject areas that involve written work. Tutors work one-on-one with students throughout the writing process and assist with pre-writing, writing, editing, MLA and other citation guidelines, grammar, essay structure, and thesis and content development.

Q: What training and professional development opportunities do you offer?
A: All Writing Center tutors must complete mandatory, paid training before they begin tutoring. This training includes readings in writing center pedagogy, policies, and procedures, conversations with the Director and/or LTAs, observations of tutoring sessions, and writing for reflection. Following this period of initial training, tutors are periodically observed by the LTAs and/or Director to support their engagement with effective tutoring practices and to encourage consistency among tutors. In addition, tutors are invited to contribute to and attend regular discussions and workshops, to assist in the evaluation and development of instructional resources, and to participate in our online tutor community. Motivated tutors may also pursue various projects that not only benefit the Writing Center, but also contribute to the development of their individual career and/or personal interests.

Q: I’m already a writer/teacher/editor. Why do I need training to be a writing tutor?
A: All of our tutors are skilled writers, and many of them have experience assisting others with their writing. Our training allows tutors to build on this experience by developing their skills as facilitators of student-centered learning. Because tutors work one-on-one with students, they have a unique opportunity to honor each student’s particular needs, learning style, and goals. We believe this means asking good questions, using reflective listening, and allowing students to set the pace for their own learning. Although the student-centered process is rewarding and effective, for most tutors it requires training and thought. Research shows that when tutors do not have specific training, they tend to naturally choose a primarily tutor-centered approach. Even the most experienced tutors continue to develop skills and strategies that support them in consistently putting the student’s learning first.

Q: What are some other advantages of working in the Writing Center?
A: Tutors who are a good fit for the Writing Center will already value the training we offer, the opportunities for professional development, the chance to participate in a collaborative learning community, and the rewards of working with a diverse group of motivated students. They will also appreciate how tutoring keeps their writing skills sharp and how the interpersonal skills they develop as tutors ultimately serve them in many areas of their lives. Next to this, the gorgeous ocean view from the center, access to file sharing and storage on Xythos, free campus parking, and borrowing privileges at the Luria Library are only perks, but they’re still nice ones to have.

Q: Where are you located?
A: We are located on West Campus, in the Learning Resources Center (CLRC), which adjoins the Luria Library. Here is a map of the campus, including parking locations: http://www.sbcc.edu/security/files/sbcc_campusmap.pdf

For a look at our official job description, please click here.