Instructions for Applying to Become a BMC Writing Center Tutor

*updated 25 March 2024*

**1. Read these instructions carefully.**

Questions? Email Professor Callaghan (jcallaghan@BMC).

**2. Fill out the application form and prepare a writing sample.**

Email both documents to jcallaghan@brynmawr.edu by **Friday, April 12.**

The application is a Word document. Please download it, type your responses, and save it, adding your name to the front of the file name: e.g., JenCallaghanWCApplication2024. Professor Callaghan will be the only person who reads your application form.

The writing sample (5-10 pages) should be an assignment that you completed for a course that you’ve taken since you came to college. The sample is an opportunity to demonstrate your ability to analyze and/or develop a persuasive argument. Ideally, the piece will convey a clear thesis or purpose and be tightly structured, lucidly written, and interesting.

Submit a clean copy without instructor comments or a grade. **IMPORTANT:** Delete your name and identifying information from the writing sample but add your name to the file name: e.g., JenCallaghanWritingSample. Senior tutors on the hiring committee will be reading your writing sample, and we want the process to be anonymous.

**3. Ask an instructor or staff member to serve as a reference.**

The person that you ask for a recommendation should know you well enough to evaluate your critical thinking, writing/speaking abilities, interpersonal skills, and reliability. Any faculty or staff member within the Tri-Co is eligible.

At this point, you are simply asking for permission to list the person as a reference on your application. If you’re chosen as a finalist, your recommender will be sent a link to an online form. No formal letter of recommendation is required.

**4. Make an appointment with a senior or junior Writing Center tutor to discuss a current writing assignment.** If necessary, the appointment can take place after the April 12 application deadline (but no later than April 21).

The purpose of the conference is to experience and observe the work that tutors do. If you’ve visited the Writing Center already this semester, have a writing partner, or used the Writing Center regularly (3+ times) in the past, you may email Professor Callaghan to have the requirement waived.

Make an appointment at <https://brynmawr.mywconline.com/> and **indicate that you’re applying for a position** **as a tutor** in the “What would you like to work on…” box.

Ideally, you should bring a current writing assignment so you can experience an actual conference. However, if you don’t have a current writing assignment, please bring an old assignment that you wish you could revise.

Seniors and juniors on the staff this spring are listed below:

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| --- | --- | --- | --- |
| Graziella Pierangeli | SR | English, minor in Philosophy | Mon 2-4, Tues 11-12, Wed 2-4 |
| Katie Schroeer | SR | Environmental Studies | Mon 11-12, Tues 10-11, Wed 4-6, Thurs 10-11, 7-8 |
| Lillian Ernst | SR | International Studies, minor in French | Mon 10-12, 4-6, Wed 10-12 |
| Michelle Waksman | SR | Political Science | Tues 10-12, Wed 4-6, Thurs 10-12 |
| Priscilla Zhao | SR | Philosophy, minor in French | Tues 1-2, Wed 3-5, Thurs 1-2, 4-5 |
| Regan Riehl | SR | English and Theater | Mon 1-4, Wed 7-10 |
| Sankeerthna Vedamtam | SR | Romance Languages, French, Psychology | Tues 7-10, Wed 7-10 |
| Sofia Diaz | SR | Political Science, minor in Philosophy, Concentration in Peace, Justice, and Human Rights  | Mon 1-4, Wed 5-6, 7-9,  |
| Tessa Famatigan | SR | Sociology and English | Wed 3-5, Thurs 4-6, Sun 2-4 |
|  |
| Chloe Bricker | JR | Neuroscience and English | Wed 1-3, Thurs 4-5, Sun 2-5 |
| Chloe Morgen | JR | English, minor in Religious Studies | Tues 4-6, Wed 1-3, Thurs 4-6 |
| Elez Beresin-Scher | JR | Sociology, minor in Religion | Tues 2-4, Fri 3-5 |
| Ellie Rivera | JR | Physics | Mon 7-10, Tues 3-6,  |
| Megan McDonald | JR | Chemistry, minor in English | Mon 7-10, Wed 10-12, 5-6 |
| Ramla Mohammed | JR | Computer Science, minor in Neuroscience | Tues 1-3, Thurs 3-5, Fri 1-3 |
| Veronica Mellado | JR | Spanish and Latin American Studies | Mon 10-12, Tues 7-9, Thurs 1-3 |
| Zoe Balk | JR | International Studies, minor in Chinese | Mon 7-10, Tues 5-6, 7-8,  |

**5. Finalists will be invited to an interview during the last two weeks of classes**. Job offers are made during finals.

Thanks for your interest in applying to become a Writing Center tutor! Best wishes,
Prof. Callaghan