

The BC Electronic Library Network (BC ELN) has available 1 part-time Asynchronous Writing Tutor position to support the work of WriteAway, the provincial online writing support service, for a 13-week period from September to December 2022.

### **About BC ELN and WriteAway**

We acknowledge the Sk̓wx̓wú7mesh Úxwumixw (Squamish), xʷməθkʷəy̓əm (Musqueam), sə́ílwətaʔt (Tsleil-Waututh), ǵíćəy̓ (Katzie), and kʷíkʷəłəm (Kwikwetlem) peoples, on whose traditional territories BC Electronic Library Network (BC ELN) offices stand. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

**WriteAway** is British Columbia's collaborative online writing support service. Undergraduate learners at participating post-secondary institutions receive feedback and strategies to improve their writing from qualified tutors. For more information about WriteAway, visit <<https://bceln.ca/services/learning-support/writeaway>>.

WriteAway project management and collaborative service development is coordinated by the **BC Electronic Library Network (BC ELN)**, a partnership between the Province of British Columbia and its post-secondary libraries. It develops, promotes, and maintains system-wide mechanisms that provide equitable, cost-effective access to information resources, helping post-secondary libraries meet the expanding information needs of the province's learners, educators, and researchers, regardless of their location in the province. BC ELN offices are located in the W.A.C. Bennett Library, Simon Fraser University (Burnaby Mountain campus). For more information, visit <http://bceln.ca/>.

BC ELN is hosted at Simon Fraser University (SFU), a comprehensive university that offers programs at the graduate and undergraduate level. BC ELN employees are appointed under appropriate SFU employee agreements. For more information, visit <https://www.sfu.ca/>

BC ELN, through its affiliation with SFU and the SFU Library, commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. For more information, visit the Library's Statement on Equity, Diversity and Inclusion: <https://www.lib.sfu.ca/about/overview/policies/edi>

### **Duties and Responsibilities**

Primary duties:

- Respond to undergraduate writing submissions using the WriteAway online tutoring platform on the weekend (Friday through Monday)
- Provide additional support to clear the submission queue at the end of the semester and/or during peak submission periods

Possible other duties depending on the successful candidate's qualifications:

- Assist with live training sessions and/or coordinator debrief meetings
- Provide additional WriteAway support as needed, such as monitoring the submissions queue for errors and duplicate submissions

### **Qualifications**

#### Required:

- Must be currently enrolled in or have completed a post-secondary degree program
- Demonstrated ability to work independently with a diverse and widely-dispersed team in an online environment
- Comfortable using standard computer and internet technology, with access to a secure computer and reliable internet
- Excellent English written and verbal communication skills
- Must be able to employ appropriate critical reading skills to effectively and efficiently identify and distinguish between higher and lower order concerns in the primary genres of academic writing assigned in North American post-secondary courses
- Demonstrated ability to adapt tutoring strategies and input to respond appropriately to differing learner needs
- Must be able to balance the undergraduate learners' expressed needs, the assignment instruction criteria, and the tutor's perceptions of the writer's learning needs
- Excellent time management and problem-solving skills

#### Preferred:

- Experience providing writing support in a post-secondary online environment
- Previous post-secondary tutoring/teaching experience
- Ability to explain and apply WriteAway tutoring policies and procedures

### **Work Term**

September 12 – December 10, 2022 (10-15 hours per week)

\$16.25 – \$22 per hour, commensurate with qualifications and experience

### **How To Apply**

To be given assured consideration, submit resume and cover letter in one consolidated PDF document to [office@bceln.ca](mailto:office@bceln.ca) with the subject line: WriteAway Tutor – [your first and last name] by midnight PDT on **August 22, 2022**.