

## Part-Time Writing Center Tutor Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=260656>

Downloaded On: Aug. 6, 2025 9:25am

Posted Aug. 5, 2025, set to expire Nov. 29, 2025

**Job Title** Part-Time Writing Center Tutor  
**Department** Writing Center  
**Institution** Lee College  
Baytown, Texas

**Date Posted** Aug. 5, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Part-Time/Temporary Staff

**Academic Field(s)** Educational Services

**Apply Online Here** <https://apptrkr.com/6438814>

**Apply By Email**

**Job Description**

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**Part-Time Writing Center Tutor**

**Salary:**

**Job Type:** Part-Time

**Job Number:** FY2300100

**Location:** Main Campus - Baytown, TX

**Division:** Provost/Academic & Student Affairs

**Essential Duties & Responsibilities**

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- Writing tutors are students or professional teachers whose goal is to share their knowledge of writing strategies with student writers. The tutor offers a reader's response to a given piece of writing and can coach the student regarding assignment instructions, writing strategies, and grammar conventions. A tutor's goal should be to help produce a better writer instead of just one piece of writing.
- Tutors are not required to have in-depth knowledge of the subject matter of students' writing projects; their concern is with the writing itself. Moreover, tutors cannot be held responsible for the quality of the final product the student submits to the instructor.

### **Additional Duties & Responsibilities**

Perform other duties as assigned.

### **Minimum Education, Experience, Knowledge, Skills & Abilities**

- Successful completion (B or better) in ENGL 1301 and ENGL 1302 (or their equivalent)
- Demonstrated understanding of and ability to produce academic papers
- Excellent writing and communication skills
- Ability to listen to students' needs and requests
- In-depth knowledge of grammatical conventions
- Knowledge of Microsoft Word and basic computer usage
- Ability to work cooperatively with a diverse student population
- Self-motivation, organizational skills, and punctuality
- Must be available to work evenings and weekends as needed

*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/3655475/part-time-writing-center-tutor>

### **Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

### **Contact**

N/A

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