Writing Consultant (Tutor) in the Writing & Communications Center
Stevens Institute of Technology

Direct Link: https://www.AcademicKeys.com/r?job=258756
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Job Title	Writing Consultant (Tutor) in the Writing & Communications Center
Department	
Institution	Stevens Institute of Technology Hoboken, New Jersey
Date Posted	Jun. 26, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Creative or Technical Writing
Job Website	https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Writing-Consultant--Tutor--in-the-Writing---Communications-Center_RQ29244-1
Apply By Email	
Job Description	

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The Part-Time WCC Writing Consultant will

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Writing Consultant (Tutor) in the Writing & Communications Center
Stevens Institute of Technology

Provide writing and communications support for all students at Stevens Institute of Technology (undergrad to PhD)

- Create and present workshops on various communication topics

- Help students with cover letters, resumes and interview skills

- Help students build vocabulary and practice speaking and conversing in English

- Create instructional materials

- Mentor undergraduate peer consultants

Required Qualifications:

- Experience working in a writing center and/or teaching writing at the university level

- Graduate degree in English, Rhetoric, Communications, or related field

- Superior written and verbal communication skills

- Superior interpersonal skills

- Proficient with MS Office Suite, web-based research

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Ability to initiate projects and contribute ideas toward improving and growing the WCC

- Experience with English language learners and diverse student populations

To apply, fill out the application online, and submit the following materials to Dr. Bobby Pelphrey, WCC Director, bpelphre@stevens.edu

- Cover letter

- Current resume

- Names and contact information for three references (current phone number and email required)

Hours:

- Academic Semesters (9am-7pm Mon.-Thur.; 9am-4pm Fri.)

- 15-20 hrs per week

Department

Writing and Communication Center

Compensation Range

In compliance with the New Jersey Wage Transparency Act, the hourly base range for this position is $35-$35. This range represents the University's good faith estimate of possible compensation at the time of posting. Stevens Institute of Technology determines compensation based on factors including the position's scope and responsibilities, the candidate's experience, education, skills, internal equity, market data, and organizational considerations. The final salary will be set considering departmental

budget, qualifications, and relevant credentials. This pay range represents base pay only and excludes additional forms of compensation, such as incentives, stipends, or other applicable pay components. For a full overview of our benefits offerings, please refer to the Stevens Institute of Technology Benefits Guidebook, available at:

Benefits Guidebook

General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

EEO Statement:

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

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NSF ADVANCE Institution

Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

Jeanne Clery Disclosure:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click here for a copy of this report.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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