



**Job Title:** Writing Assistants

**Position Summary:** Cheyney University of Pennsylvania invites applicants for Writing Assistants, which are grant-funded positions for the Department of Humanities and Communication Arts (HCA). Reporting to the Director of Academic Success, the Writing Assistants are professional level tutors who work flexible hours to provide one-on-one writing support to the students.

**Requirements:**

- A Bachelor's degree in any discipline.
- Strong writing skills, and knowledge of standard English grammar and punctuation.
- Must know at least one research paper format, MLA or APA.
- Previous experience as a writing center client and/or as a tutor at the undergraduate level and/or graduate level.
- Familiarity with writing center pedagogy or practices.

**Instructions for Applying:**

Please send a copy of your cover letter and resume to [Hr@Cheyney.Edu](mailto:Hr@Cheyney.Edu).

All offers of employment are subject and contingent upon satisfactory completion of all pre-employment criminal background checks.