Position: Graduate Studies Writing Tutor

Reports to: Director of Graduate Studies

Those assisted by this position: Graduate Students, International Students

Specific Tasks:
1. Assist in proofreading course papers, STM theses, DMin projects, and PhD dissertations for those persons assigned from the Graduate School.
2. Applicants should be available throughout the academic year on a per diem basis, depending on due dates of assignments.

Name of FWS Employee: ____________________________

Name of Non-FWS Employee: ____________________________

Approval Supervisor: ____________________________ Date: ____________

Approval Human Resources: ____________________________ Date: ____________

Approval Financial Aid: ____________________________ Date: ____________