

Thinking About Working with the Center for Academic Excellence?

Good choice. The Center for Academic Excellence is a fun, challenging, supportive, and rewarding place to work. We typically hire to fill vacancies in August and January. You can send us a cover letter, resume, and, if you're thinking about working as a writing tutor, a short writing sample any time. We will consider your application when hiring time rolls around.

What kinds of applications are considered first?

We look for people who have great customer service skills, who come to work on time and when they're scheduled to work, who can find work-related activities to fill lulls in our usually hectic days, and who have demonstrated that they will work well with our diverse university community members.

Who is a good support staff candidate?

Good support staff candidates possess all of the traits listed above plus typical office experience and skills.

Who is a good tutor candidate?

Good tutor candidates possess all of the traits listed under applications. They are also skilful academically, though not necessarily perfect students. They love to work with people, particularly one-to-one, and they are comfortable using common technological applications.

What kinds of tutors do you have in the Center?

We have three classes of tutors: peer, graduate, and faculty.

Peer tutors are undergraduate students at the university who are competent in the field they will be tutoring in. They work extensively with clients, assist with workshops, help to prepare materials like handouts, and occasionally assist with classroom presentations.

Graduate tutors have a bachelor's degree. They are competent in the field they will be tutoring in, though they may have a degree in another field. Like peer tutors, they work extensively with clients, but they also serve as mentors. They are comfortable preparing instructional materials and teaching workshops or classroom presentations.

Faculty tutors have at least a master's degree. They are eligible to teach in their specialty at the university. They, too, work extensively with clients, serve as mentors, prepare instructional materials, and teach workshops. Faculty tutors train other tutors, often with the assistance of the graduate tutors.

Sound like something you'd like to try? Applications can be sent to:

Jenni Runte or Sarah Hansen
Metropolitan State University
700 East Seventh Street
Saint Paul, MN 55106