Instructions for Applying to Become a BMC Writing Center Tutor

*updated 1 April 2025*

**1. Read these instructions carefully.**

Questions? Email Professor Callaghan (jcallaghan@BMC).

**2. Fill out the application form and prepare a writing sample.**

Email both documents to jcallaghan@brynmawr.edu by **Friday, April 18.**

The application is a Word document. Please download it, type your responses, and save it, adding your name to the front of the file name: e.g., JenCallaghanWCApplication2025. Professor Callaghan will be the only person who reads your application form.

The writing sample (5-10 pages) should be an assignment that you completed for a course that you’ve taken since you came to college. The sample is an opportunity to demonstrate your ability to analyze and/or develop a persuasive argument. Ideally, the piece will convey a clear thesis or purpose and be tightly structured, lucidly written, and interesting.

Submit a clean copy without instructor comments or a grade. **IMPORTANT:** Delete your name and identifying information from the writing sample but add your name to the file name: e.g., JenCallaghanWritingSample. Senior tutors on the hiring committee will be reading your writing sample, and we want the process to be anonymous.

**3. Ask an instructor or staff member to serve as a reference.**

The person that you ask for a recommendation should know you well enough to evaluate your critical thinking, writing/speaking abilities, interpersonal skills, and reliability. Any faculty or staff member within the Tri-Co is eligible.

All you need to do is ask for permission to list the person as a reference on your application. If you’re chosen as a finalist, your recommender will be sent a link to an online form. No formal letter of recommendation is required.

**4. Make an appointment with a senior or junior Writing Center tutor to discuss a current writing assignment.** If necessary, the appointment can take place after the April 18 application deadline, but no later than April 25.

The purpose of the conference is to experience and observe the work that tutors do. If you’ve visited the Writing Center already this semester, have a writing partner, or used the Writing Center regularly (3+ times) in the past, you may email Professor Callaghan to have the requirement waived.

Ideally, you will bring a current writing assignment so you can experience an actual conference. However, if you don’t have a current writing assignment, please bring an old assignment that you wish you could revise.

Make an appointment at <https://brynmawr.mywconline.com/> and **indicate that you’re applying for a position** **as a tutor** in the “What would you like to work on…” box.

Seniors and juniors on the staff this spring are listed below:

|  |  |  |
| --- | --- | --- |
| Chloe Bricker | SR | Neuroscience and English |
| Chloe Morgen | SR | English, minor in Religious Studies |
| Elez Beresin-Scher | SR | Sociology, minor in Religion |
| Elinor Rivera | SR | Physics, minor in Math |
| Hannah Cosgrove | SR | Geology, minor in Spanish |
| Megan McDonald | SR | Chemistry, minor in English |
| Roma Sarathi | SR | Linguistics, minor in Spanish and Education |
| Xutong Zhao | SR | EALC |
|  |  |  |
| Ashley Zhuge | JR | Political Science |
| Caroline Battersby | JR | English and German |
| Charlee Thacker | JR | English, minor in Environmental Studies  |
| Jenna Mackenroth | JR | Biochemistry, Molecular Biology, English |
| Nora Hugo | JR | Sociology and Spanish |
| Norah Chinn | JR | English, minor in Chinese |
| Rachael Finke | JR | French and Political Science |
| Rana Rastagari | JR | English and Chemistry |

**5. Finalists will be invited to an interview during the last two weeks of the semester.** Job offers are made during finals.

Thanks for your interest in applying to become a Writing Center tutor! Best wishes,
Prof. Callaghan