

Student job offer: 2026-2027

Graduate School Writing Center

Writing Peer Tutor in English and French

Become a Writing Peer Tutor at UCA

Writing Peer Tutors provide one-on-one, individual tutorial assistance in both English and French to Master's and/or Doctoral level students in conjunction with the seven graduate tracks proposed by UCA's Graduate School - CAP 20-25 (<https://cap2025.fr/formation/graduate-school-cap-20-25>).

Students who study at the Graduate School come from a wide range of countries, including France and other European and international destinations.

As a Writing Peer Tutor, you will be trained to help fellow students become more confident and effective communicators in English and French through one-on-one dialogue, asking the questions that good communicators ask themselves as they draft and revise their writing. Other assistance includes helping to improve note-taking strategies, generating ideas for papers, and giving feedback on writing, speaking and visual presentation tasks. Additionally, Writing Peer Tutors read/listen and respond to fellow students in a thoughtful and respectful manner, offer constructive advice, and help them decide on the next steps to finish their work.

Responsibilities

- Complete the required 20 hours of tutor training and professional development.
- Available for in-person and online tutoring (64h or 160h annually, depending on contract).
- Attend all scheduled tutoring sessions and notify the Coordinator if a session must be cancelled.
- Prepare for tutoring sessions by reviewing relevant notes, handouts, and/or resources.
- Be punctual, begin all sessions promptly, focus on academic tasks and the student's needs.
- Help students improve the overall structure, arguments and clarity of their writing assignments and oral presentations.
- Provide *tutoring*, not *editing* help.
- After each tutoring session fill out a report describing the topic worked on and approach used.
- Ensure that students complete the quality survey at the end of each tutoring session.
- Maintain a professional attitude at all times while working with students.
- Maintain absolute confidentiality with regard to academic progress and/or personal information concerning students.
- Contribute to the development of Writing Center resource materials during your scheduled work hours when you are not tutoring.

Qualifications

- Excellent communication skills, both written and spoken.
- Either native or near-native English and French language proficiency (C1-C2 level).
- Demonstrate the ability to listen to peers in order to help them develop ideas in a way that will effectively communicate their purpose.
- Responsible, dependable, honest, mature.
- Strong organizational and interpersonal skills.
- Friendly, sensitive, and patient to a diverse range of students.
- Respectful and professional demeanor with a positive attitude.
- Willingness to accept supervision and constructive feedback and to implement recommendations for improvement as directed.

Work conditions

- Up to 160 hours (roughly 2 to 4.5 hours of tutoring per week).
- Tutoring responsibilities will be assigned according to student demand and tutor availability.
- Employment as a tutor does not guarantee a minimum number of work hours, or continued employment.

Application and Hiring Process

To apply, email the following to the Coordinator (dacia.hammouda@uca.fr) **before 3 July 2026** :

- Your CV (in English)
- A sample of your writing (500-1000 words in English and French)
- An application letter (in English)
- Recent transcripts
- 2 recommendation letters from university faculty
- Relevant documentation of minimum C1 level in English and French

If your application is selected, you will be contacted for a follow-up interview.