

Job Announcement: Writing Tutor/Senior Writing Tutor
Centre for Writing and Communication (CWC)
Ashoka University, Sonapat

The Centre for Writing and Communication (CWC) at Ashoka University is looking for full-time Writing Tutors for the academic year 2020-21.

CWC works closely with the academic community in Ashoka to develop critical thinking, writing and communication skills. CWC is the largest centre in Ashoka working with all the diverse sections that make the Ashoka community: the entire student body (from the undergraduate to graduate students), faculty, staff and other specialised centres in the university.

CWC conducts one-on-one tutorials, group sessions and workshops that are tailored to specific pedagogic, disciplinary and learning needs. CWC is involved in designing course-specific learning material, English language teaching, as well as leading creative workshops which address a range of critical thinking and communication skills. Within Ashoka, CWC also hosts a research platform which encourages scholarly engagement around issues of writing and pedagogy. CWC also collaborates with other institutions of higher learning to conduct workshops on research writing and pedagogy. To know more please see <https://ashoka.edu.in/page/CWC-66>

Position: Writing Tutor/Senior Writing Tutor

Minimum Qualification:

- Postgraduate degree in any subject including the Sciences, Social Sciences, Humanities and technical fields

Desired Qualifications:

- Work experience in any of these fields: research, academic writing, creative writing, journalism, translation, teaching, English-language teaching, visual arts, education, development, editing, publishing, content development. This list is indicative and not exhaustive.
- Experience in creating learning material
- Ability to work in a team

Duties: A Writing Tutor/Senior Writing Tutor works under the direct guidance of the Director, CWC. Their responsibilities include:

- Conducting one-on-one sessions with students, leading group sessions and workshops addressing various aspects of critical thinking, academic writing and communication.
- Designing learning material to address specific pedagogical needs

- Leading collaborations with other institutions of higher learning
- Planning, designing and executing programmes including conferences, research forums and the Summer School.
- Contribute to the daily administrative work and programmes of the CWC: documentation and data management, outreach with students, faculty, and administration, creation of publicity material and maintaining social media presence.
- Working hours: 5 days a week: Monday – Friday

Tenure: 12 months

Salary: Commensurate with the candidate's qualifications and experience

To apply, please submit the following:

- 1) A cover letter, addressed to the Director, CWC
- 2) CV
- 3) A short writing sample: 800 – 2000 words
- 4) A short statement of purpose
- 5) Names and contact details of 3 referees

The application material is to be submitted @ <https://facultypositions.ashoka.edu.in> .The deadline for submission is 12 July 2020. The short listing of applications will begin in July and the selected candidates are expected to begin work end-August/early September.

All appointments are subject to budgetary approval.

Please note the following while filling the application form:

- Under *Position*: please choose 'CWC'
- Under *Desired Opening*: please choose 'Tutors'
- Under *Documents*, please submit Cover letter, CV. Please submit SOP under *Statement of Teaching Philosophy*. No Research Statement is required. Please submit the writing samples as asked for in the application.
- Under *References*, please share names and contact details. Do not check the boxes under *communication coordinated by candidate*.