

Job Position: Writing Tutor, Centre for Writing and Communication (CWC) at Ashoka University

About Ashoka University

Ashoka University is a pioneering university in India, providing an interdisciplinary liberal education on par with the best universities in the world. Ashoka students learn to be critical thinkers, effective communicators and ethical leaders, from outstanding faculty who have previously taught in leading global and Indian universities. In a very short time, the university has established a stellar reputation for quality of faculty and student experience. Ashoka University students have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors.

About CWC

The Centre for Writing and Communication (CWC) at Ashoka University is looking for full-time Writing Tutors for the academic year 2019–20.

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, providing English language support, 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>

Role and responsibilities

- A 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.

Skills & Education

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

Position Tenure: 9 months – 12 months

Working hours: 5 days a week: Monday – Friday

Application process

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

The application material is to be emailed as pdf files to cwc@ashoka.edu.in with the subject line 'Application for Writing Tutor'. The deadline for submission is 15 June 2019. The short listing of applications will begin in July and the selected candidates are expected to begin work mid-August.

All positions are subject to budget approvals.