Checklist for Applicants

☐ Go to https://jobs.weber.edu and create an account with a username and password.

☐ To search positions, click the Search Postings link. Select Writing Tutor, Ogden. Or you can search by entering the job #H00181P.

☐ Complete the online application. When it asks for a Document at the end, please upload an academic writing sample of your choice. That’s the only document needed.

☐ After you apply online, follow up by getting a face-to-face interview with the Writing Center coordinator, Claire Hughes. You can email or send a Google Email Chat first to get an appointment time at clairehughes@weber.edu.

☐ Please also download the paper application from this FAQ page on the Writing Center website and turn it in when you have your interview.

☐ After you are hired, you will go to the Payroll Office, MA 111, to fill out forms that include these:
  -- I-9 form. For this, you will need either your SS# card plus picture ID, or just your passport.
  -- W4 form, listing your married/single status and the number of exemptions you want to claim.
  -- Direct deposit approval. WSU prefers to pay by direct deposit. For this, you will need to bring your bank account routing number.

☐ You will receive an email from Human Resources, giving directions for how to accomplish your online background check.

☐ Claire will do a course override for you to add English 3840, Principles and Practices in Tutoring Writing, to your Fall class schedule. You will add it by CRN.

    If you have any questions or concerns, please send a Chat message or email to me: clairehughes@weber.edu. Or you can text me 801-920-7120, adding your full name in the text.