

## Graduate Assistant

**POSITION:** WRITING CENTER LEAD WRITING CONSULTANT  
**SUPERVISING DEPARTMENT:** WRITING CENTER

### MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution;
- Fully admitted graduate student in a program at Western Oregon University
- outstanding written communication skills;
- strong interpersonal skills and demonstrated record of service to others; and
- an aptitude for innovation and creative problem solving.

### PREFERRED QUALIFICATIONS:

1. experience tutoring and/or teaching writing;
2. capable of coordinating efforts and collaborating with team members;
3. ability to set priorities and manage multiple projects;
4. capacity to produce detailed work with high degree of accuracy; and
5. empathetic and patient disposition.

*\*\* Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

### DUTIES AND RESPONSIBILITIES:

Under the direction of the Writing Center Director, the Writing Center Lead Writing Consultant promotes and embodies the Writing Center mission of advancing the writing self-efficacy of every writer who uses Writing Center services. Duties include the following:

- tutor student-writers from across the disciplines, both online and in-person;
- aide interns in their post-training transition to the consultant role;
- observe tutors and provide feedback to tutors and director;
- identify ongoing development needs of tutors and assist in facilitating corresponding professional learning communities;

- assist in Writing Center presentations and spotlight workshops;
- participate in unit research and assessment projects; and
- maintain online and social media presence for the Writing Center.

**HOURS:**

Typically the Graduate Assistant is expected to work the following hours:

- Monday through Friday: 19.6 hours per week (.49 FTE). Shifts will change term by term to accommodate the Graduate Assistant's coursework and the needs of the Writing Center (e.g., night hours).