

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 a 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.*

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: 10-19.6 hours per week (.25-.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).