Thank you for your interest! Writing Center Consultants work one-on-one with writers of all levels and disciplines on a variety of assignments and projects, such as Earlham Seminar, lab reports, research papers, theses, resumes and job search correspondences, proposals, and creative writing. The primary purpose of the Writing Center is to help students gain confidence and strategies for approaching written assignments. Consultants will generally work two to three shifts per week (6-9 hours) and attend a paid monthly professional development workshop.

Responsibilities

- Conduct writing consultations with walk-in or appointment based student clients & prepare written reports of each consulting session
- Interpret an assignment sheet, talk through ideas for a paper, discuss course readings, and/or plan for a paper
- Provide support service at all levels of writing competency including (but not limited to): purpose, audience, organization, development, style, and conventions
- Assist with research strategies and citations (MLA, APA & Chicago)
- Maintain orderliness and operation of the Center
- Notify supervisor of needs or difficulties
- Provide input and suggest improvements for our operation
- Attend staff meetings regularly
- Other tasks as assigned by supervisor

Minimum Qualifications

- Superb writing skills confirmed by two teacher recommendations
- Class standing of sophomore or higher
- Strong background and high level of comfort with the practice of writing
- A sound academic record (accumulated GPA of 3.0 or higher)
- Strong critical thinking skills
- Excellent interpersonal and communication skills

Hiring Process:

1) Application materials are due on April 29 by 4PM.
2) Interviews will be held April 30th – May 4th.
3) Applicants will be contacted no later than May 5th concerning the status of their applications.
4) Training will take place August 26th – 29th (specific times to be decided).

Rate of Pay: $7.25