

## Writing Center Graduate Assistantship

Writing Center Graduate Assistants provide support for the Winthrop Writing Center and gain significant leadership and administrative experience. Graduate Assistants work 20 hours a week in the center.

We are especially interested in those with career interests in writing center pedagogy and administration, writing program administration, diversity programs, higher education administration, teaching, and/or faculty development, as well as applicants with prior writing center (or other) tutoring experience.

The successful candidate should have strong writing and time management skills. Must be able to work within deadlines, manage multiple assignments, collaborate effectively with others, and work independently.

\*Note: Graduate Assistants are expected to successfully complete WRIT 500 (our tutor preparation course) during the first Fall of their assistantship. Students who previously and successfully completed 500 will NOT have to repeat the course.

All Writing Center tutors will:

- Work face-to-face and online with writers at a variety of stages on a variety of subjects
- Contribute to the collective reputation of the writing center
- Complete client report forms as described in the Operations Manual
- Read and Respond to messages via email, Slack, flyers etc.

Responsibilities of the Writing Center Graduate Assistant include:

- Fulfilling the Writing Center mission to provide quality, timely tutorials to the university community
- Modeling best practices of tutoring as well as the policies as described in the Operations Manual
- Contributing to the delivery of online tutorials
- Mentoring undergraduate tutors, WRIT 500 interns
- Contributing to brand messaging at university events and WC functions
- Proactively problem-solving (responding to questions from students and tutors)
- Additional responsibilities:
  - bulletin board upkeep
  - opening & closing center duties as described in Operations Manual (lights, computers, locks)

Deadline: This position is open until filled.

Writing Center Application cont.

Many graduate students who apply for assistantships in English have no prior tutoring experience, and yet all who apply have spent many years in classrooms as students, have observed good teachers (in and/or out of school), and have made observations about themselves as learners. Many have informal tutoring experience, for example, helping siblings with writing tasks, teaching guitar to a friend, or working with youth groups on scout badges, church endeavors, or sports teams. In these ways, all applicants have a storehouse of experience that informs how they think about teaching and learning.

Please draw on these experiences and any other pertinent background as you explain how you see teaching and/or tutoring fitting into your career as a graduate student and beyond. Your response should help us understand you as a student of English studies and a potential teacher/tutor of college students.

A rough guideline for length is one to two pages, but what you have to say will determine the length of your response. (In other words, longer is not necessarily better, nor is shorter.)