POSITION DESCRIPTION

The Graduate Writing Assistantship is an assistantship offered through University Writing in collaboration with the College of Human Sciences at Auburn University. University Writing is a campus-wide administrative unit that supports student writing, broadly defined to include all forms of communication in every discipline. University Writing is home to both the Miller Writing Center and the ePortfolio Project.

Responsibilities:

Responsibilities for the Graduate Writing Assistantship will include:

- Supporting graduate students in the College of Human Sciences through the Graduate Writing Partners Program, which provides one-one-one consultations about writing for an entire semester
- Delivering and coordinating presentations, workshops, and programs for students and faculty by adapting existing University Writing programs to the discipline-specific writing needs of the College of Human Sciences
- Working as a consultant in the Miller Writing Center

Qualifications:

Candidates must be:

- Auburn University graduate students in the College of Human Sciences in good standing with at least one year remaining before their expected graduation date
- Able to clearly articulate how this position directly relates to their academic program or long-term career goals

The ideal candidate will have interests or experience in teaching, tutoring, or workshop facilitation. The successful candidate should have excellent writing, organizational, and time management skills. Must be able to work within deadlines, manage multiple projects, collaborate effectively with others, and work independently. Must have experience in or an interest in learning how to design and deliver writing support in online and hybrid formats. Must be able to speak to or willing to learn about diversity and equity as it relates to writing support. Because an important part of our work is supporting multilingual writers, we especially encourage candidates who have experience working with multilingual writers or have experience learning to write in a new language.

EXPECTATIONS AND COMPENSATION

Time Commitment: This is a 12-month position with a 10–13.2 hours/week commitment. Candidates who need a tuition waiver will have to work 13.2 hours a week. Candidates will be expected to start May or August 2021, depending on candidate availability. Most work will occur during regular business hours. However, some evening and weekend hours may be required. A full-day staff training will be required on the Friday before the fall semester.

Compensation: Pay is $9,360–$12,355 per year (for 10–13.2 hours).
APPLICATION

To begin the application process, complete the online application via AU Human Resources by Sunday, March 14th. Candidates will submit the following information:

- Letter of interest that clearly outlines how prior experiences, academic program, or long-term career goals align with this position
- Resume or CV
- Writing sample with a cover statement of about 750 words that explains the following:
  1. What was the course, assignment, or context that led to this writing?
  2. How did you produce the writing? For example, what steps did you follow, what strategies did you use, how much time did you spend? How was that writing process different from, or similar to, what you typically do when assigned a writing task?
  3. What did you learn about writing from this assignment or project?
  4. How would you help a student who struggled with a similar assignment or project?
  5. What does your writing sample NOT tell us about you as a writer and/or you as a potential writing consultant?
- Contact information for two professional references

TIMELINE

All application materials must be submitted by midnight, Sunday, March 14th. Select candidates will be invited for interviews by late-March.

CONTACT INFORMATION

Amy Cicchino, Associate Director
University Writing, Office of the Provost
Atc0057@auburn.edu | www.auburn.edu/writing