UNDERGRADUATE PROGRAM ASSISTANT POSITION DESCRIPTION

This position provides administrative and clerical support for the many projects and activities of University Writing (UW), which will likely include moderating weekly workshops, writing correspondence, and managing information about the office’s programs.

RESPONSIBILITIES

- Plan, set up, and attend events, including moderating online workshops
- Compose emails on behalf of UW and regularly reply to email inquiries
- Develop and revise accessible print and digital materials according to UW guidelines
- Create and distribute surveys to assess UW programs
- Write copy for website, digital display, and other promotional materials to market UW programs
- Collect, organize, and analyze data for the purpose of planning UW programs
- Conduct administrative tasks such as printing, scanning, filing, and answering office phone
- Invent and implement projects in alignment with professional goals

REQUIRED QUALIFICATIONS

- Undergraduate student in good standing at Auburn University
- Ability to work in summer and fall 2021, with a start date in May
- Available to work 8 to 12 hours a week during regular business hours, including two afternoons per week in fall 2021

PREFERRED QUALIFICATIONS

Preference will be given to candidates who are able to demonstrate or have the ability to learn the following skills:

- Communication and collaboration
- Critical thinking and problem solving
- Intercultural sensitivity and teamwork
- Time management, organization, and self-discipline
- Multitasking, especially when managing online events
- Software, especially Zoom, Microsoft Office (Word and Excel), Qualtrics, and Box

In addition, preference will be given to candidates who are able to work in spring 2022 as well as in summer and fall 2021.
EXPECTATIONS AND COMPENSATION

- **Time commitment:** The undergraduate program assistant is expected to work between 8 to 12 hours/week starting in May 2021. Renewal is possible pending satisfactory performance.
- **Compensation:** The assistant will receive an hourly wage of $10/hour. Class credit may be available.

COVID-19 STATEMENT

University Writing will conduct interviews remotely via Zoom in spring 2021.

Summer work may be conducted remotely if needed.

Due to the rapidly changing guidelines and practices related to COVID-19, University Writing has not yet made decisions about the delivery mode of its services for fall 2021. Undergraduate program assistant candidates should be prepared to work online, face-to-face in the RBD Library, or some combination of online and face-to-face.

APPLICATION PROCESS

**OVERVIEW**

University Writing seeks to employ a diverse team of students with different life experiences, areas of expertise, knowledge, perspectives, and strengths. Candidates from any academic discipline are encouraged to apply as long as their interests and/or career goals align with the work of University Writing.

The application process includes an initial application, supplemental application, and interview. Applications will be reviewed by the program administrator and the outgoing undergraduate program assistant. The hiring committee will review applications using an anonymous review system to help ensure equitable practices. Personal and academic information (name, email, major/program, classification, GPA, etc.) will be removed from the initial application and will only be released to the hiring committee as needed.

**INITIAL APPLICATION**

To begin the application process, complete the [online application](https://humanresources.auburn.edu) via AU Human Resources by **Wednesday, February 24**. Candidates will submit the following information:

- Personal and academic information (name, email, major/program, classification, GPA, etc.)
- Previous employment information (title, start/end dates, responsibilities, etc.)
- Responses to two open-ended questions (see below for details)

Candidates will be asked to submit responses to open-ended questions throughout the application process because the hiring committee does not review traditional application materials (resumes, CVs, cover letters, etc.). Candidates are encouraged to limit their responses to 250 words for each open-ended question. Applications missing one or more questions will not be considered.
1. What do you hope to learn through this position with University Writing? How does this connect to your academic or professional goals?
2. Describe an experience (work, internship, co-curricular, leadership, volunteer, coursework, etc.) you think would be relevant to this position and explain how it has prepared you to succeed in University Writing.

SUPPLEMENTAL APPLICATION AND INTERVIEW

Candidates who submit a strong initial application will be invited to submit a supplemental application and potentially participate in an interview. The supplemental application will include additional open-ended questions and contact information for two professional references. More information will be provided at a later point in the application process.

DEADLINE

The initial application is due on Wednesday, February 24. Late applications will not be accepted. Select candidates will be invited to submit supplemental applications in early March and interviews will take place later in March.

CONTACT INFORMATION

Layli Miron, Program Administrator
University Writing | Office of the Provost
Imm0110@auburn.edu | www.auburn.edu/writing