

Position Description

Spring 2020

Miller Writing Center consultants are the primary providers of support to student writing at Auburn University. Consultants assist students with writing through one-on-one and small group tutoring sessions; and promote the writing center through class presentations, information tables, and other events. The successful candidate should have strong writing, communication, organizational, and time management skills. Consultants have the opportunity to apply for leadership positions, serve on committees, and complete special projects.

Responsibilities:

- Work with students across disciplines on a range of writing projects
- Work regular weekly shifts as assigned
- Attend mandatory staff training in January
- Participate in weekly professional development meetings
- Complete client report forms following sessions
- Maintain the confidentiality of student records
- Communicate clearly, quickly, and responsibly with the administrative team

Qualifications:

- Graduate student in good standing at Auburn University
- Demonstrated ability or potential to talk productively about writing with students across disciplines

Expectations and Compensation

Time Commitment:

Students are expected to work between 5-20 hours/week (depending on their schedule and preference) in the Spring 2020 and Fall 2020 semesters. Preference will be given to candidates who are willing to work at least 7 hours/week. Renewal is possible.

Training Requirements:

New consultants are required to attend one day of training in January. Refer to the [online application](#) for the specific date and time. Candidates who are not available for training this year should consider applying next year.

Compensation:

Graduate consultants will earn \$15/hour.

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Application

We will consider candidates from any disciplinary background as long as their interests and/or career goals align with the work of the Miller Writing Center and the Office of University Writing.

Go to aub.ie/2020mwcconsultant to complete the online application. Candidates will be asked to enter or upload the following materials:

- Letter of interest
- Resume/CV
- Writing sample
- Writing sample cover statement
- Contact information for two professional references
- Availability for full day staff training in January

Refer to the [online application](#) for additional information about these materials.

Deadline

To be considered for this position, all application materials must be submitted by October 15. Select candidates will be invited for interviews in late October.

Contact Information

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