

Position Description

Miller Writing Center front desk representatives are the primary providers of support to writing center locations at Auburn University. Front desk representatives help students make accounts and schedule appointments in the online scheduling system (WC Online); provide assistance to students visiting the writing center; 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. Front desk representatives have the opportunity to apply for leadership positions, serve on committees, and complete special projects.

Responsibilities:

- Assist students with the online scheduling system (WC Online)
- Answer incoming calls or requests regarding writing center hours and locations
- Work regular weekly shifts as assigned
- Attend mandatory staff training in August
- Participate in weekly professional development meetings
- Maintain the confidentiality of student records
- Communicate clearly, quickly, and responsibly with the administrative team

Qualifications:

- Undergraduate student in good standing at Auburn University
- Demonstrated ability to communicate clearly with students from diverse backgrounds

Expectations and Compensation

Time Commitment:

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

Training Requirements:

New front desk representatives are required to attend one day of training in August. 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:

Front desk representatives will receive an hourly wage of \$7.50/hour with \$0.25/hour increases in subsequent years.

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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/mwcfrotdesk to complete the online application. Candidates will be asked to enter or upload the following materials:

- Letter of interest
- Resume/CV
- Contact information for two professional references
- Availability for full day staff training in August

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 March 1. Select candidates will be invited for interviews in late March.

Contact Information

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