

**Office of University Writing
Miller Writing Center
Graduate Assistantship**

Assistantship Title: Program Assistant to the Miller Writing Center

School/Program Preference: Higher Education, English, ESL, Communication/ Journalism

Office/Department: Office of University Writing/ Provost Office

Contact Name: Dr. James Truman, Assistant Director of University Writing, Director of the Miller Writing Center

Contact Email: trumajc@auburn.edu

Contact Phone: 844-7476

Department Website: www.auburn.edu/writingcenter

Length of Assistantship: One year (12 month), beginning in the summer. This is a 20 hour/week position, for \$24.00 per hour, paid on a biweekly schedule, and includes a tuition remission. Renewal possible.

Position Description:

The Program Assistant to the Miller Writing Center provides support for the Miller Writing Center and gains significant leadership and administrative experience. We are especially interested in those with long-term career interests in writing center pedagogy and administration, writing program administration, higher education administration, teaching, and faculty development. We are particularly interested in 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.

Responsibilities:

- Assist the MWC Director to plan, implement, and participate in pre-semester and ongoing staff development programming
- Assist the MWC Director in developing, entering, and maintaining semester writing center schedules in WC Online throughout the academic year
- Assist the MWC Director in hiring new writing consultants in the fall and spring semesters
- Assist the MWC Director in supervising Lead Consultants and the MWC staff
- Assist in promoting the MWC by developing materials for and planning classroom and campus presentations and workshops, including WriteFest
- Assist in developing, revising, and maintaining web-based and print resources for the MWC

TO APPLY: Send a letter of interest and CV with contact information for at least two professional references to trumajc@auburn.edu. Position opened until filled. Review of applications begins March 15 with interviews expected the following week.