

## Miller Writing Center Consultant Position

**Office/Department:** Office of University Writing / Provost Office

**Contact Name:** James Truman, Assistant Director

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**Department Website:** [www.auburn.edu/writing](http://www.auburn.edu/writing)

### Position Description

Miller Writing Center consultants are the primary providers of support to student writing on the Auburn University campus. Consultants' duties include: assisting students with writing through one-on-one and small group tutoring sessions; helping students make accounts and schedule appointments in the online scheduling system (WC Online); and promoting MWC services through class presentations, the RBD Library Tailgate, Welcome Week activities, and other events. Consultants also design and facilitate, along with the Assistant Director, writing workshops for undergraduate and graduate students.

### Responsibilities

- Participate in pre-semester training (Jan/Aug) and mandatory weekly staff meetings
- Work regular weekly shifts as assigned
- Complete Client Report Forms following sessions
- Find coverage in the rare instances when they cannot work a scheduled shift
- Accurately clock in and out of shifts for bi-weekly payroll
- Maintain the confidentiality of student records
- Communicate problems clearly, quickly, and responsibly to the Assistant Director

### Opportunities

- Attend and present at regional, national, and international writing center conferences (SWCA, NCPTW, IWCA)
- Participate on one or more MWC committees (hiring, training, publicity, etc.)
- Assist with New Tutor Training/Orientation
- Give Class Visit Presentations

### Qualifications

- Undergraduate or graduate student enrolled at Auburn University
- Good standing with the university
- Demonstrated ability or potential to talk productively about a wide range of writing with a wide range of writers across disciplines

### Compensation

Undergraduate consultants start at \$9/hr. with \$.25/hr. increases in subsequent years. Graduate consultants earn \$15/hr.

### Application Process

Download and submit a completed application, statement of interest, and writing sample. For application form and details, visit: <https://fp.auburn.edu/writing/getInvolved.aspx> . Following review of applications, select candidates will be invited for interviews.

### Application Deadlines:

**October 11<sup>th</sup> for positions starting in the spring**

**March 1<sup>st</sup> for positions starting in the fall**