

Miller Writing Center Front Desk Worker Position

Office/Department: Office of University Writing / Provost Office

Contact Name: James Truman, Assistant Director

Contact Email: trumajc@auburn.edu

Contact Phone: 844-7475

Department Website: www.auburn.edu/writing

Position Description

Miller Writing Center (MWC) front desk workers are the primary providers of support to MWC locations on the Auburn University campus. Front desk workers help students make accounts and schedule appointments in the online scheduling system (WC Online), provide assistance to students visiting the MWC, and promote MWC services through the RBD Library Tailgate, Welcome Week activities, and other events.

Responsibilities

- Participate in pre-semester training (Jan/Aug) and mandatory weekly staff meetings
- Work regular weekly shifts as assigned
- Find coverage in the rare instances when they cannot work a scheduled shift
- Ensure that Client Report Forms have been submitted by tutors following each tutoring sessions
- Answer any incoming calls or requests for assistance regarding MWC hours, locations, and appointments.
- 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

Qualifications

- Undergraduate student enrolled at Auburn University
- Good standing with the university
- Ability to communicate clearly with a wide variety of students from diverse backgrounds

Compensation

Front desk workers start at \$7.50/hr. with \$.25/hr. increases in subsequent years.

Application Process

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

Application Deadlines:

October 11th for positions starting in the spring

March 1st for positions starting in the fall

Yeah, Write

Office of University Writing
3436 RBD Library
Auburn University
Auburn, AL 34849
334-844-7475
www.auburn.edu/writing