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, beginning summer 2014. Renewal possible. This is a 12 month, .50 (20 hours/week) position. The stipend for the year is $25,000 paid on a monthly schedule, and includes a tuition remission.

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:
1. Work closely with the Writing Center Director to plan, implement, and participate in pre-semester and ongoing staff development programming.

2. In consultation with the Writing Center Director, develop semester writing center schedules, enter schedules in WC Online, and maintain schedules throughout the academic year.

3. Assist the Writing Center Director in hiring new writing consultants in the fall and spring semesters.

4. Assist with supervising Lead Consultants and the undergraduate consulting staff.

5. Assist in promoting the writing center by developing materials for and planning classroom and campus presentations and workshops, including WriteFest.

6. Assist in developing, revising, and maintaining web-based resources for the writing center.

TO APPLY: Send 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 to follow.