

## **Read this if you're interested in applying for a writing consultant position for 2020-2021**

The deadline for completed and emailed applications is midnight CST, Monday, April 13, 2020. For students who will be off campus during spring term, the deadline is 3:00 p.m., Thursday, February 27.

Each winter and spring, the Carleton Writing Center hires students to work as paid Writing Consultants in our center the following year. Consultants assist students with a variety of writing-related tasks and work in a variety of contexts: (1) as Writing Assistants assigned to work with students in specific courses, (2) as tutors in the Writing Center, and (3) as consultants in the term-long program for multilingual writers. We encourage applicants from underrepresented and/or marginalized communities and/or identities.

Through collaborative, one-to-one conferences, writing consultants work with writers to help them develop confidence and effective writing habits. Consultants support writers at any stage of the writing process, listening, reading, and responding to their ideas and written work. Consultants pose questions that help writers clarify and articulate their ideas, and they affirm the experiences and abilities that writers bring to their writing. The Writing Center values all writers and their life experiences, worldviews, and languages, and seeks to provide a supportive space for writers to share and develop their voices.

Writing Consultants are strong academic writers who have the empathy to assist fellow writers. Consultants should also possess a growth mindset to better their tutoring skills through professional development workshops.

### **New consultants for 20-21 must be:**

- in good academic standing
- on campus during Fall 2020 and at least one other term during the 20-21 academic year
- able to work six hours/week fall term
- willing and able to attend and participate actively in all mandatory (and paid) training and professional-development activities
- able to document completion of the writing portfolio requirement if they have completed their sophomore year

### **We are looking for applicants who possess these skills and qualities:**

- excellent work habits: reliability, dependability, and integrity
- writing strengths in several disciplines
- the empathy to respond to writers with patience and tact
- the ability to collaborate and communicate effectively with faculty, staff, and students
- independence and good judgment: consultants occasionally work with little or no supervision
- trainability: consultants provide assistance to writers in ways that are consistent with writing center theory and practice

### **Benefits of employment:**

- flexible work hours and paid training and professional development
- valuable work experience for any career that involves oral and written communication skills

### **Questions? Feel free to contact any of us:**

- Kathy Evertz, Director, Academic Support Center, 420C Library, x4015, kevertz@carleton.edu
- Erik Warren, Program Assistant, Academic Support Center, 420A Library, x4027, ewarren@carleton.edu
- Renata Fitzpatrick, Assistant Director of the Writing Center and Coordinator of the Term-Long Program for Multilingual Writers, 420D Library, x5998, rfitzpatrick@carleton.edu