Do you have a way with words and a desire to encourage writers? Do you value community and collaboration? In the Writing Center, we know that writing is a conversation best enjoyed over coffee and shared among peers. We’re not editors, but we’re a community of writers helping clients to find their own voices.

Apply for a consultant position for Fall 2021 and Spring 2022 as we transition back to in-person operations! The application is open to graduate students and upper-division undergraduate students.

The application process includes **two parts**:

1.     **Online application through CSU’s Handshake portal**. This application is required for CSU records and to expedite background checks required of all CSU Employees

2.     **Supporting documents to be submitted via Handshake:**

* Resume, cover letter, and writing sample (see below for details)
* Schedule of availability for FA21
* Statement of Agreement of CSU Writing Center Policies and Procedures
* Availability to attend our Orientation weekend during the first week of classes
* Open schedule during our weekly professional development training (typically occur from 9-10am on Wednesdays)

## Position Description: CSU Writing Center Consultant

The CSU Writing Center annually holds over 5,000 consultations with diverse writers from all disciplines. Writing Center consultants are members of a vibrant community of writers as they work, one-on-one, with students, faculty and community members on writing projects that range from first-year composition essays, to graduate-level theses and dissertations, to job application materials.

### Required qualifications:

* Applicants must be enrolled as an upper-division or graduate student for the 2021/22 academic year. (Please note: If you are a graduate student with another position on campus, you will need to seek permission from the Graduate School if your total working hours will exceed 20 hours/week)
* Applicants must be available for a minimum of four hours per week and may work a maximum of eighteen hours per week.

### Preferred qualifications:

* Work Study award through the Office of Financial Aid

## Position Responsibilities:

* Work, one-on-one, with writers in face-to-face consultations, online video conferencing, and online draft responses.
* Participate in all required, paid professional development meetings every Wednesday morning at 9am.
* Ensure completion of all required consultation records (client report forms in our on-line appointment system, post-consultation client reflection forms, etc.).
* Adhere to CSU Writing Center policies and procedures and represent the CSU Writing Center in professional and supportive manner in both person and in written correspondence.
* Contribute to a community of writers by maintaining working schedule without tardiness or excessive absence.
* Conduct related research and special projects as requested by Writing Center directors.

**Salary & Benefits**

* Consultants will be paid $13/hr
* Benefit Information: Employee Benefit information can be found on the HRS Website, https://hr.colostate.edu/current-employees/benefits/

**Job Location**

* While consultations take place both online and in-person, all Writing Center operations take place on campus either in our main location, Eddy Hall room 23, or in the Morgan Library.

#### To Apply:

**Submit your availability, statement of agreement, and the following supporting documents via Handshake:**

A 1-2 page cover letter that addresses:

* Why you are interested in the writing center consultation position;
* Any experiences you’ve had in tutoring positions or other positions that would prepare you for work in a writing center

A resume:

* Including phone numbers/email addresses of two references (please briefly explain their relationship—e.g., professor, supervisor, etc.).

A 2-4 page writing sample:

* From an upper-division course, that represents your writing skills. Your writing sample may be a single essay, an excerpt from a longer writing project, or several short pieces (e.g., lab reports).

A 1-page discussion of your submitted writing sample:

* What do you consider its strengths and/or weaknesses? Why?

Your work availability for fall 2021.

**Your supporting documents should be combined** **as a single PDF by midnight MST May 3rd.**

**Colorado State University may conduct background checks on all final candidates.**

Send any questions to the CSU Writing Center Associate Director, Leslie Davis (Leslie.Davis@colostate.edu).

About Colorado State University – English Department (1773)

CSU English Department

**Please circle your answer to the following statements:**

|  |  |  |
| --- | --- | --- |
| Yes | No | 1. If I am hired as a Writing Center Consultant, I will maintain ethical relations with clients and professional behavior as appropriate for a representative of the Writing Center.
 |
| Yes | No | 1. If I am hired as a Writing Center Consultant, I understand that I am required to attend all (paid) staff and professional development meetings. Staff meetings will be held at 9:00-10:00am on Wednesdays.
 |
| Yes | No | 1. **Attending the new 2019 consultant orientation is a required feature of this position**. (This is a paid orientation.) I am available to attend Orientation on Saturday, August 31 and Sunday, September 1, 2019.
 |
| Yes | No | 1. I am available to work at least one evening shift (6:00-8:00pm) per week.
 |

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First name:** | **Last name:** |   |   |   |   |
| **Mark each cell on the schedule template that you are available to work, and answer the questions below.** |
|   | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 10-10:30 |   |   |   |   |   |   |
| 10:30-11 |   |   |   |   |   |
| 11-11:30 |   |   |   |   |   |   |   |
| 11:30-12 |   |   |   |   |   |   |   |
| 12-12:30 |   |   |   |   |   |   |   |
| 12:30-1 |   |   |   |   |   |   |   |
| 1-1:30 |   |   |   |   |   |   |   |
| 1:30-2 |   |   |   |   |   |   |   |
| 2-2:30 |   |   |   |   |   |   |   |
| 2:30-3 |   |   |   |   |   |   |   |
| 3-3:30 |   |   |   |   |   |   |   |
| 3:30-4 |   |   |   |   |   |   |   |
| 4-4:30 |   |   |   |   |   |   |   |
| 4:30-5 |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| 7-7:30 |   |   |   |   |   |   |   |
| 7:30-8 |   |   |   |   |   |   |   |
| 8-8:30 |   |   |   |   |   |   |   |
| 8:30-9 |   |   |   |   |   |   |   |
| 9-9:30 |   |   |   |   |   |   |   |
| 9:30-10 |   |   |   |   |   |   |   |
|  | **Number of hours requested:**  |  |
| **Number of hours marked available:**  |  |