

CENTER FOR WRITING AND RHETORIC THE UNIVERSITY OF MISSISSIPPI

Writing Center Job Application for the Desoto Campus



APPLICANT INFORMATION										
Last Name					First			M.I.	Date	
Street Address							Apartment/Unit #			
City				State				ZIP		
Phone				E-mail Address						
Date Available					Social Security No.				Student ID #	
Are you currently or do you plan to be employed somewhere else at the University?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Major:				
Are you planning to study abroad?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Classification:		Freshman Sophomore Junior Senior		
Are you eligible for Federal Work Study?		YES <input type="checkbox"/>		NO <input type="checkbox"/>						
Semester/Year:			Current Overall GPA:			Planned Graduation Date:				
How many hours a week would you like to work?										
CURRENT ORGANIZATION MEMBERSHIPS AND POSITIONS										
Organization					Position					
Organization					Position					
Organization					Position					
REFERENCES										
<i>Teachers or employers we may contact to ask about your collaborative skills and writing qualifications.</i>										
Full Name					Department					
University					Email					
Full Name					Department					
University					Email					
Full Name					Department					
University					Email					
Have you completed or received credit for WRIT101 and WRIT102 or equivalent first year writing classes (English Composition I & II)? If yes, where did you take/receive such credit?										

Requirements needed for Writing Consultants

Please submit this application with a schedule of availability (page 3), unofficial academic transcripts, your current résumé, a sample of your academic writing and a 1-2 page essay response to the following questions:

What do you think the qualities of a good tutor are? How do you demonstrate possession of these qualities?

Writing Consultant Qualifications

- Has completed Composition I and II and received college credit for them
- Must communicate well with students and maintains an interested attitude both friendly and patient
- Has evidence of proficiency as a writer beyond first-year composition grades or AP credit for same
- Support a facilitative, conversational, inquiry-based approach to consultations with students

Writing Consultant Duties

- Work with students individually or in groups to help them develop their skills as writers
- Work between 10 and 25 hours a week during peak times of the semester, including supplementary meetings identified by the director
- Join paid, mandatory one-hour weekly training sessions
- Attend paid, one-hour weekly staff meeting as much as possible, schedule permitting
- Offer non-directive guidance to students by asking questions, discussing strategy, and providing models and resources from which the students can learn
- Complete small assignments as part of ongoing professional development
- Communicate with fellow consultants and the director in a professional manner
- Participate in providing workshops to classrooms on an as-needed basis
- Visit classrooms to deliver short writing center orientations on an as-needed basis
- Contribute to the Writing Center's resource library
- Record hours worked
- Accurately and punctually enter client report forms on the Writing Centers website (<http://olemiss.mywconline.com>)
- Arrive to work promptly, work the entire scheduled shift, and follow the writing center's policy for finding a substitute
- Participate in professional development
- Engage in marketing the writing center as coordinated between the director and the student

Mark the hours you prefer to work with a P and are available to work with an A.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 a.m					
10:00 a.m.					
11:00 a.m.					
12:00 a.m.					
1:00 p.m.					
2:00 p.m.					
3:00 p.m.					
4:00 p.m.					
5:00 p.m.					
6:00 p.m.					
7:00 p.m.					

Note 1: Schedules will be assigned based on the need of the writing center. If the time you prefer to work is already filled, we may select a time from your available hours. Your schedule will be sent to you for approval before being placed on the appointment calendar.

Note 2: In order to be placed on the WC Online appointment schedule and work with student writers, all consultants must have completed the initial professional development topics as listed on the BASIC REQUIREMENTS as identified by the Associate Director of the Center for Writing and Rhetoric at the time of hire.