

University of Arkansas at Monticello School of Arts and Humanities Center for Writing and Communications: Writing Center Consultant (Multiple Positions)

Job Description

The UAM Center for Writing and Communication is looking for one to two Writing Center Consultants for the 2021-2022 school year. Please note that we are looking for applicants from any major.

As a consultant for the UAM Center for Writing and Communication, you would help students from all curriculum areas to generate ideas, develop a thesis, pre-write, learn about grammar and clarity, revise early drafts, create a meaningful essay structure, format and finding appropriate resources, and most important of all, become more confident writers.

You would be helping others with a variety of writing, including PowerPoints, compositions, critiques, summaries, persuasive arguments, narratives, research, analysis, creative works, abstracts, business letters, scholarship letters, web publishing, outlines, speeches, resumes, and bibliographies.

Prerequisite requirements would include knowledge of formatting styles (such as APA and MLA), basic people and problem-solving skills, and a good work attitude!

Other duties include minor clerical work and basic cleaning for the center. There may also be times where furniture may need to be rearranged and some mild lifting required.

Additional Qualifications

- The student is required to have successfully completed both composition courses (ENGL 1013 and ENGL 1023)
- The student must have an overall G.P.A. of at least a 3.0 (borderline will also be considered)
- The student must have a reference from at least one UAM faculty member who can vouch for writing ability
- Must have a knowledge of how to use computers (mainly MS Office, such as Word, Powerpoint, Excel, Outlook, etc.)
- Must have good communication skills in writing, in person, online, and over the phone
- Must be available for the entire 2021-2022 school year (fall and spring semesters)
- Previous tutoring/conference experience preferred but not required

Compensation

Student workers are paid minimum wage, twice a month. Payroll dates will be 5 working days after the 15th of the month, and 5 working days after the last day of the month. Timesheets for (1st -15th) must be submitted and approved by noon on the first workday following the 15th; and by noon, for (16th -end of month) on the first workday of the following month.

Application

Please drop off a resume and reference addressed to "Dr. Craig Olsen" at the Center for Writing and Communication (Library 203). You will also have to fill out this online application:

<https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/2e1af4e5-dcc7-4f1e-9cb2-601db8647a56>

Finalist candidates will be asked to do a face-to-face interview (either in person or over video chat) with Dr. Olsen and current CWC staff.

Review of applications will begin immediately and will continue until the positions are filled. UAM is an Affirmative Action/Equal Opportunity Employer and is subject to FOI requests.