

Official Job Posting for Writing Consultants (Undergraduate student application)

REQUIRED: Must be an undergraduate student in a degree-granting program for duration of employment. Must have fulfilled the first-year writing requirement. Interest in writing and talking about writing with other writers. Excellent communication, collaboration, and interpersonal skills. Must be curious, highly motivated, and eager to learn.

PREFERRED:

We especially welcome applications from candidates who meet one or more of the following qualifications:

- have experience in a writing center (as writing consultant, as client, or both) or collaborating with writers in other settings
- are multilingual
- have experience with writing across the disciplines—especially in science, technology, engineering, and math, as well as the social sciences
- have experience as language learners
- have experience supporting language learners
- are committed to working in an inclusive and diverse community
- are committed to supporting student learning

We especially welcome candidates from underrepresented and/or marginalized communities and/or identities, including (but not limited to) students of color, LGBTQIA+ students, first-generation college students, and international and/or multilingual students. Students of ALL majors are encouraged to apply.

Duties/Responsibilities

Position starts in Fall 2023; ideal candidates will be able to work for the full academic year or for multiple years. The hourly pay for this position is minimum \$12/hour. Consultants work a fixed schedule of 5-10 hours each week Monday to Friday, scheduled around courses and other commitments. Consultants should expect to:

- Consult with undergraduate and graduate student writers from across the university on their writing projects in progress to help them develop confidence and productive writing habits. Consultations may be online or in person.
- Enroll in ENGL 380: Writing Center Theory, Practice, and Research (TR 9:30 am-10:45 am). The course will most likely be offered in hybrid format (one day in person, one day via Zoom each week). The course satisfies the College of Arts and Sciences' CDR: Human Diversity in U.S. Communities requirement.
- Participate in initial and ongoing training, mentoring, and other professional development activities.
- Help to maintain accurate student records.
- Assist with outreach presentations, workshops, and other events as needed.
- Greet students, schedule appointments, and support students in the Writing Center.
- Communicate regularly via email with the Director and Assistant Directors of the Writing Center, and via Slack with the entire Writing Center staff.

Additional Information

- One scholarship will be available to offset the cost of taking English 380. Information about the scholarship will be shared along with the offer of employment.
- You may also be invited to participate in the Writing Fellows program while working as a Writing Center consultant. Writing Fellows are writing consultants who are embedded in specific classes across the disciplines and hold consultations/provide written comments to students on two assignments during the semester.
- This position is eligible for work/study, but it is *not* required.

Program/Unit Description

At the Writing Center, our undergraduate and graduate Writing Consultants work with writers at all levels and from all disciplines. Students may visit at all stages of the writing process, from brainstorming and organizing ideas to polishing a final draft. All forms of communication are welcome, from essays, lab reports, and research papers to presentations, speeches, cover letters, and personal statements. We help students explore strategies for revision and become stronger, more confident writers. We ally with and advocate for writers from historically marginalized or oppressed groups. We also value writing that breaks with and expands the “standard” academic English of the university and encompasses a variety of audiences, meanings, and purposes.

How to Apply

To apply, please send the following documents to writingcenter@unl.edu by **March 6**:

1. A completed application form (available at <https://www.unl.edu/writing/become-a-consultant>)
2. A current résumé
3. A cover letter that addresses the following:
 - Why you want to work in the Writing Center
 - What strengths you would bring to the Writing Center
 - What you understand the work of the Writing Center to be
 - Any other relevant information you’d like us to know
4. Two 3–5 page writing samples (e.g., research papers, lab reports, reflective essays, case notes, source/text analysis, business plans, creative writing, etc.), at least one of which must be academic. Excerpts from longer papers are acceptable.

In addition, please ask a work supervisor or faculty member to fill out the reference form (located at <https://www.unl.edu/writing/become-a-consultant>) and email the completed form directly to writingcenter@unl.edu.

Note: if you have not visited the Writing Center before, we **strongly encourage making an appointment** to discuss a writing project of your own to learn more about how we work. Visit unl.mywconline.com to schedule an appointment.

If you have questions about this position or about applying online, please contact writingcenter@unl.edu.