



Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_  
\_\_\_\_\_

Local Telephone/Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Year of Study & Expected Graduation Month & Year : \_\_\_\_\_

Major Course of Study: \_\_\_\_\_

Minor Course of Study (not required): \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

**\*\*\*Preference given to applicants who have taken or will register for  
English 3/880: Writing Center Theory, Practice, and Research.\*\*\***

- |  |            |           |
|--|------------|-----------|
| • Have you taken or can you enroll in English 380 in the fall (TR 11:00-12:15, possibly hybrid format)? (check one)  | <b>Yes</b> | <b>No</b> |
| • Attendance at weekly staff meetings is required on Fridays from 12:30-2:00. Do you expect to be available at least an hour of this time?                       | <b>Yes</b> | <b>No</b> |
| • Attending staff orientation is also required. In Fall 2024, orientation will likely take place the week before classes begin. Could you attend these sessions? | <b>Yes</b> | <b>No</b> |

### **Instructions**

In order to apply, please send the following documents to [writingcenter@unl.edu](mailto:writingcenter@unl.edu) by **11:59 pm on February 29**:

1. This completed application form
- 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. One 3–5 page academic writing sample (e.g., research papers, lab reports, reflective essays, case notes, source/text analysis, business plans, etc.). While we welcome creative writers to our consultant team, most of the writing we support in the Writing Center is not creative writing, so please do not submit creative writing for your sample. 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/hiring/writing-consultant-reference-form.docx>) and email the completed form **directly** to [writingcenter@unl.edu](mailto:writingcenter@unl.edu).