UNIVERSITY OF MARYLAND
SUMMER 2019/FALL 2019/SPRING 2020
FEDERAL WORK-STUDY SUPERVISOR’S STUDENT REQUEST
(Supervisor’s On-line Orientation must be completed) http://www.umd.edu/workstudy

TO PARTICIPATE IN THE FWS PROGRAM THERE MUST BE A SUPERVISOR AND AN ALTERNATE SUPERVISOR

Please attach a job description for this FWS position.

Could this work-site be considered as Community Service? Yes No

UMB Department UMB Writing Center
(Full Name of Department)

Off-Campus Agency
(Full Name of Agency- For Off-Campus Positions Only)

Address 621 W Lombard St, Room 307, Baltimore, MD 21201

Telephone 410-706-7225 Fax No. 410-706-0265

Work Study Supervisor’s Full Name Isabella C. May

Work Study Supervisor’s Title Director

E-mail Address imay@umd.edu

Alternate Supervisor’s Full Name James Wright

Alternate Supervisor’s Title Multilingual Writing Specialist

E-mail Address james.wright@umd.edu

Job Title Writing Consultant

Job Function: Technical Administrative Research Lab Research Clinical Tutor Program Admin.

Duties See attached job description

Completion of this request form does not guarantee the department/agency will have a Federal Work-Study student employee. The person who signs this form must also sign the Job Certification Form and approve the biweekly payroll timesheets. If a student exceeds their maximum FWS award, the supervisor’s department is responsible for paying 100 percent of the over award.

Return completed form to:

Student Employment Office: University Of Maryland, Baltimore; 601 W. Lombard St, Suite 221; Baltimore, MD 21201
Phone: 410-706-7347 E-Mail: fws@umd.edu URL: www.umd.edu/workstudy
Writing Consultant Position at the UMB Writing Center

Interested in global communication? Want to work together with UMB writers on their academic work and advocate with them for inclusive writing practices across and within languages and cultures?

The Writing Center at the University of Maryland, Baltimore, is looking for graduate students to serve as writing consultants for the fall 2017 semester. The UMB Writing Center serves students enrolled in UMB’s seven schools as well as post-docs, faculty, and staff.

Our writing consultations are usually about 1 hour long. Many of them are face-to-face, but we also offer online sessions, using video/audio. Most of our clients ask for feedback on their course assignments, but we also have a good number of appointments that focus on CVs, cover letters, publications, grants, etc.

JOB DETAILS
This is an hourly position. Regular hours for the Writing Center are Monday-Friday, 9 a.m.-5 p.m., but we are also looking for applicants with evening availability (Monday-Thursday) as well as weekends. Under direct supervision, Writing Consultants perform a variety of educational assistance, primarily through one-on-one peer consultation. Consultants can work as little as 2-3 hours a week and up to 15 hours a week, depending on need and availability. We ask consultants to commit working for us for a full academic year.

PRIMARY DUTIES
Under the supervision and direction of the Writing Center Director and the Multilingual Writing Specialist, Writing Consultants

1. Meet individually with Writing Center clients (undergraduate and graduate students, post-doctoral fellows, faculty, and staff members), both face-to-face and online
2. Provide collaborative feedback on a wide variety of texts, including course assignments, research papers, and manuscripts, from various academic disciplinary backgrounds
3. Give feedback on cover letters, resumes/CVs, personal statements, grant proposals, and other application materials to Writing Center clients from a wide variety of academic fields
4. Stay current on best practices in writing center pedagogy, including anti-racist and global literacies-focused approaches to writing practice
5. Apply research-based strategies for centering linguistically and culturally diverse writing practices as academic and social norms Conduct writing-related workshops
6. Develop online and print writing resources
7. Attend regular staff meetings to collaborate on adjustments and improvements to writing center practice
8. Complete and apply the approaches presented in the annual Writing Center consultant training program (part face-to-face, part online), as well as any other ongoing training

MINIMUM QUALIFICATIONS
- Bachelor’s degree (Master’s preferred)
- Extensive experience with academic/scientific writing in undergraduate career and beyond

PREFERRED QUALIFICATIONS
- Previous experience as a peer tutor, ideally in a writing center
- Previous teaching experience, ideally with adult learners
- Previous editing/proofreading experience
- Background in science writing
- Work Study eligibility

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.