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

COMPENSATION: $17.00 per hour

If interested in applying for this position, please go to Student Employment at www.umaryland.edu/writing

The University of Maryland, Baltimore is an Equal Opportunity/Affirmative Action Employer.

Minorities, women, veterans, and individuals with disabilities are encouraged to apply.