

Job Description
Writing Consultant, Writing Center at the Achievement & Learning Center (ALC)

Writing Consultants work one-on-one with student writers on their writing-based assignments to provide support for the revision process and to assist them in improving their writing. Most sessions are conducted face-to-face at the ALC, located in the Academic Center, suite 113; however, more and more writers are taking advantage of synchronous online appointments. In addition to our synchronous consultations, we also offer asynchronous feedback on student writing through our Online Writing Lab (OWL). Writing consultants will work with both graduate and undergraduate students from various majors and programs on campus.

We provide 1-2 days of training before the beginning of the semester (typically during the last two weeks of August), followed by on-the-job training and professional development opportunities throughout the semester.

Writing consultants also have the opportunity to participate in the ALC's tutor training program, certified by the College Reading & Learning Association (CRLA), with the option to become certified as level 1 tutors. More information about this process will be provided at the beginning of the fall semester.

Minimum requirements

- strong written language skills
- Word processing familiarity
- enrollment in a UB graduate program

Preferred qualifications:

- previous experience working in a writing or tutoring center
- previous teaching experience, K-12 or college
- previous editing experience
- a work-study award from UB's Financial Aid office

Typical hours range from 4-12 hours per week, depending on availability and need. The ALC Writing Center is typically open for appointments from 9 am to 6 pm Monday to Friday, with evening hours extending up to 8 pm up to twice a week. Based on availability, we also offer consultation hours during the day on Saturdays. Hourly rate starts at \$10.

To apply:

Please send the following documents to Isabell May, Assistant Director of Writing Services, at imay@ubalt.edu, as pdf files:

- cover letter indicating your interest in this position
- resume/CV
- an academic writing sample (up to five pages) – this can be part of a longer academic or research paper

Application deadline: Friday, April 29, 2016