

writing consultant position (for undergraduate students only)

The Center for Writing's Student Writing Support (SWS) program invites undergraduate students to apply to be writing consultants during the 2022–23 academic year. Writing consultants consult one-to-one with undergraduate and graduate writers from across the university to support them in developing confidence and effective writing strategies.

The Center looks for candidates who are curious learners and attentive listeners. Strong collaboration skills and attention to detail are also important. Applications from students from all departments and all language backgrounds are welcome. Candidates from underrepresented and/or marginalized communities and/or identities are encouraged to apply.

Applications for the writing consultant position (for undergraduate students only) are now due on Tuesday, March 1, at 11:59 pm Central time.

Position starts Fall 2022; ideal candidates will be able to work for the full academic year or for multiple years. The starting rate of pay for this position is \$14.00 per hour. On average, consultants work 8 to 12 hours per week.

Required qualifications

Must be an undergraduate student in a degree-granting program for duration of employment. Must have fulfilled the first-year writing requirement by the start of fall semester 2022 (i.e., enrollment in a first-year writing course in spring 2022 is acceptable). Interest in supporting student learning. Effective communication, listening, and collaboration skills. Strong attention to detail.

Preferred qualifications

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

- are multilingual
- have experience as language learners
- have experience supporting language learners
- are committed to or interested in working in an inclusive and diverse community
- are interested in developing methods for giving feedback to writers on their work in progress
- have experience with working in a detail-oriented environment
- have experience with writing across the disciplines—especially in science, technology, engineering, and math fields
- have experience in a writing center (as writing consultant, as client, or both) or collaborating with writers in other settings

We welcome candidates from historically underrepresented or marginalized communities and identities. Given our ongoing partnership with TRIO, we especially invite individuals who are TRIO students, TRIO program alumni, and/or have shared life experiences with TRIO-like populations, including growing up low-income, first-generation, or overcoming significant obstacles in pursuit of higher education. Further, given our connections with ISSS, we strongly encourage international students to apply.

Duties/Responsibilities

Consult with undergraduate and graduate student writers from across the university on their writing projects to help them develop confidence and effective writing habits. Enroll in WRIT 3751W: The Theory and Practice of Writing Consultancy in Fall 2022 (T/Th 4–5:15 pm). Participate in training, mentoring, and other professional development activities. Help to maintain accurate student records. Assist with publicity and other work as needed. Greet students, schedule appointments, and provide basic tech support to students.

About the Department

Student Writing Support (SWS) offers collaborative one-to-one writing consultations to help student writers develop confidence and effective writing strategies. Writing consultants will listen to writers' goals and concerns, read and respond to their written work, pose questions that help writers clarify and articulate their ideas, and affirm the experiences and abilities that people bring to their writing. SWS values writers' life experiences and languages, seeking to provide a supportive space for writers to share and develop their voices.

How to Apply

Application Materials

Applications must be submitted online through the [Office of Human Resources](#) website. Click on "online postings" and enter Job ID #**345902**.

The application requires four items (below). Save all items as PDFs and name each PDF with your last name, followed by "_[document type]". For example, if your last name is Tang and you are naming your resume, it would be named Tang_resume.

1. a detailed cover letter describing your qualifications and interest in working at Student Writing Support (1–2 pages, single-spaced PDF)
 - Go to <https://careerhelp.umn.edu/coverletters> for suggestions on how to draft your cover letter
2. a resume that includes contact information for two professional or academic references. (Note: a letter of recommendation is not required.)
 - Note: When listing your work experiences, know that many different kinds of work could make you a strong candidate for this position.
3. an unofficial transcript. To get your transcript:
 - Go to myu.umn.edu
 - Click Academics
 - Click Grades
 - Click Unofficial transcript
4. One PDF document containing two writing samples. Please adhere to the following guidelines:
 - The writing samples must together add up to no more than 5 double-spaced pages (with an optional 6th page for references/works cited). Otherwise, exceeding the 5-page limit is *strongly* discouraged.
 - The samples can be research papers, lab reports, reflective essays, case notes, source/text analysis, business plans, creative writing, etc.
 - One of the two samples must include source citations (and a works cited or references page). The works cited or reference page does not count toward the page limit (i.e., it can be the sixth page).
 - Because these are samples, excerpts from longer papers are acceptable. For samples that begin in the middle of a paper, giving some context before the sample could be helpful (e.g., "The sample below is an excerpt from...").

Submitting Your Application

*Some applicants have been unable to access the job application and submission site (i.e., they come upon a message about receiving a pop-up window about how "the job you have selected is no longer available"). If this is happening to you, it may be because you are logged into myU. Try **logging out of myU** (or using an incognito window) and then going to the [Office of Human Resources](#) website. Click on "online postings" and enter Job ID #**345902**.*

The application system involves 6 steps. Here is what you can expect:

- In Step 1, review the Terms and Conditions.
- In Step 2, add your resume + cover letter
- If the application system requires you to complete step 3, please know that ALL of the elements you enter in this step should also be included in your resume.
- Complete step 4 as applicable.
- In step 5, please add your unofficial transcript(s) + writing sample.
- In step 6, you can officially submit your application.

Finally, we strongly recommend reviewing all the attachments you have submitted, making sure that the correct documents were attached to the application. To do so, go to hr.myu.umn.edu and then click "My Job Applications" to review your "attached files".

Please know that the transcript and writing samples will attach to all applications you submit in the UMN employment system.

Applications are due on Tuesday, March 1, at 11:59 pm. Interviews will be conducted in Zoom and will begin in mid March.

Questions?

Questions about navigating the online application system should be directed to the Office of Human Resources (OHR) at ohr@umn.edu, 612-624-8647, or 800-756-2363. OHR also has a helpful [webpage about the application system and how to use it](#). Applicants may otherwise find the [student jobs webpage](#) useful.

Questions about the position itself can be directed to Dr. Jasmine Kar Tang, Co-Director, Center for Writing, at jkt@umn.edu