

WRITING CENTER CONSULTANT JOB DESCRIPTION



**Learning Resource Center—Writing Programs
Oviatt Library 300**

Writing Consultants are graduate students, usually but not always, enrolled in the Master's in English program, and part-time writing faculty. In face-to-face appointments and in specialized workshops, they help students with academic, professional and personal writing: reports, research papers, business letters, resumes, etc. They also help students develop effective strategies for time management, reading, note taking, and test taking.

Required Personal Qualifications

- Love of writing and strong writing skills
- Understanding of writing as a process
- Effective interpersonal communication skills
- Ability and willingness to work with students from diverse cultural backgrounds and levels of academic preparation

Prerequisites to Employment

- Graduate or part-time faculty status
- Coursework in rhetoric/composition or the equivalent
- Teaching or tutoring experience
- Strong background in writing in multiple academic settings and genres

Benefits

- Excellent experience/training for those entering the teaching or writing profession
- Participation in a valuable student-centered program
- A collegial, supportive work atmosphere
- Salary equivalent to a 3-8 time-base teaching position

To apply contact Dr. Anne Kellenberger, LRC Writing Coordinator, for an application and interview:

**Learning Resource Center
Oviatt Library 300
Email: anne.kellenberger@csun.edu
Phone: (818) 677-2033**

EMPLOYMENT APPLICATION

Learning Resource Center-Writing Programs: TA Consultant
Oviatt Library 300

DATE _____	
NAME _____	STUDENT ID _____
EMAIL _____	
PERMANENT ADDRESS _____	LOCAL ADDRESS _____
CITY STATE _____ ZIP _____	CITY/STATE _____ ZIP _____
PHONE _____	CELL PHONE _____

ACADEMIC INFORMATION	MAJOR _____	EXPECTED GRADUATION DATE _____
	CUMULATIVE GPA _____	CLASS STANDING _____
	List the most recent courses — other than English courses — in which you had significant amount of writing and indicate the grade you earned.	
	COURSE	GRADE
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Check off the areas in which you have had experience:

EXPERIENCE	<input type="checkbox"/> Tutoring	<input type="checkbox"/> Classroom Teaching	
	Location(s) _____	Location(s) _____	
	<input type="checkbox"/> Teaching ESL students	<input type="checkbox"/> Holistic Reading/Scoring	<input type="checkbox"/> Working with Deaf or Disabled Students

REFERENCES	List three academic references. (Use the three attached recommendation forms for your formal references)	
	NAME/TITLE	ADDRESS/DEPARTMENT
	_____	_____
	_____	_____

In the space below, briefly explain why you think you would make an effective Writing Consultant:

CONSULTANT RECOMMENDATION

Learning Resource Center-Writing Programs
Oviatt Library 300

The TA named below has applied for a position as a writing consultant. LRC Writing Center consultants are committed to helping students become better writers, critical thinkers and communicators by providing individual tutorials, offering workshops, and recommending reference materials and links to Web writing resources.

Please complete this form and return it directly to the Learning Resource Center, mail drop 8325. Thank you.

Today's Date _____ Student's name _____

Recommender's name _____

Courses this student has taken from you:

COURSE	SEMESTER	FINAL GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Evaluation of student's WRITING ability:

Excellent Very Strong Good Fair Poor

Evaluation of student's COMMUNICATION ability:

Excellent Very Strong Good Fair Poor

Evaluation of the student's MATURITY AND JUDGMENT:

Excellent Very Strong Good Fair Poor

Additional Comments:

Recommender's Signature

Title & Department

Date

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