**SOE UNDERGRADUATE WRITING SUPPORT**

***Writing Mentor Position***

**Job Summary**

The School of Education is seeking to strengthen its Undergraduate Writing Support Program. We are currently looking for one advanced graduate student for the *Writing Mentor* position.

Ideal candidates will have experience working with students, strong organizational skills, and a demonstrated ability to write across multiple disciplines and formats (i.e., essays, papers referencing research, short answer assignments, etc.). Applicants will also possess a strong understanding of the rules governing punctuation/grammar and how to prevent plagiarism by citing.

To apply, please include: your unofficial transcripts; a resume or CV; a cover letter describing your interest in the position and any relevant experience working with students; two writing samples; and, two example thesis statements.

**Job Description**

**Responsibilities and Duties**

The Writing Mentor will assist the Writing Coordinator by working one-on-one with undergraduate students to coach and support them through every step of the writing process. Students may attend a writing support appointment at any point during the writing process, therefore, the Writing Mentor must be able to help students with understanding prompts, writing to rubrics, brainstorming, creating outlines, drafting thesis statements, and revising final drafts. Additionally, the Writing Mentor will also facilitate workshops, contribute content for new workshops, and eventually, will host workshops independently. A vital goal for the Writing Support Program will be to develop a grant proposal to help sustain the Program over time. Responsibilities will also include working collaboratively with the Deans and Academic Advisors of Undergraduate Education in the School of Education.

**Qualifications and Skills**

* Experience working with students of any age, in any capacity, preferred
* A strong GPA and demonstrated record of high marks in written work
* Excellent verbal and written communication skills
* Ability to work with students in Microsoft Word and Google Docs
* Ability to write across the curriculum i.e., the ability to write for any discipline and coach students who are writing in any content discipline
* Ability to write and scaffold students writing in different formats (i.e., essays, papers referencing research, short answer assignments, journal, etc.)
* A strong understanding of the rules governing punctuation and grammar
* Ability to rephrase, cite, and quote to prevent plagiarism, and ability to guide others in how to do this.
* Knowledge of APA formatting and referencing, preferred

**Desired Traits**

* A “student-first” mentality that prioritizes the needs and comfort-level of the student
* An unwavering positive attitude
* Ability to remain calm in stressful situations
* Ability to learn how people learn and be responsive to student needs

**Salary/Hours**

The Writing Mentor will be paid $21/hour and can expect to work 10-12 hours per week depending on demand. Training for this position will begin the first two weeks of Winter quarter – January 3-14.