

### **Peer Writing and Teaching Consultant position:**

- \$8.50/hr
- Work 6+ hours per week (as available)
- Perform all the duties of a Peer Writing Consultant
- Direct the Writer's Circle, a workshop dedicated to teaching students and consultants about a specific writing style
  - Work with Director to establish topics for the year
  - Independently research, write, and present a 30-minute session on one topic per block
  - Field questions, develop activities, follow-up with participants as needed
- Serve as teaching partner with W classes. Duties may include:
  - Partnering with the First-Year Writing Consultant to develop teaching strategies
  - Team-teaching weekly evening study sessions with the First-Year Writing Consultant
  - Serving as a point person for students needing individual conferences
- Serve as advisor for upper-division classes in area of study. Duties may include:
  - Partnering with the Studio Director and professors (as requested) to provide study sessions and lessons
  - Serving as a point person for students needing individual conferences
- Be available to check-in on the Studio once each evening. Duties may include:
  - Monitoring consultant attendance
  - Scheduling appointments
  - Refilling candy
  - Light tidying (putting books away, etc.)

Most evenings the WTC would simply pop by the Studio, check things are going well, answer any questions, then go on his/her way. On the rare occasion that more assistance is needed (someone has missed a shift, etc.), the WTC will meet with or reschedule the student seeking assistance (depending on the WTC's availability), and email the Director concerning the missing consultant. The WTCs may rotate check-in duty.

- Other duties as needed