

### **Peer Writing Consultant position:**

- \$9.00/hr
- Work 6+ hours per week (as available)
- Meet one-on-one with students to help them become better writers
  - Ask effective questions to establish the student's motivations for the conference
  - Assist the students with these needs through brainstorming, revision assistance, research help, or other methods as appropriate
  - Exhibit patience, empathy, and enthusiasm when working with all students
- Work effectively as a member of the Writing Studio team
  - Be an active participant in Studio training sessions
  - Serve as a resource for other consultants
- Contribute to the development of the Studio and to campus outreach initiatives
  - Working with one or two other consultants, research usage trends for one academic department, meet with faculty from that department to discuss plans to increase/improve studio usage, report findings and action plans to staff OR
  - Work individually to complete two outside projects
- Basic requirements
  - Arrive to work on time
  - Greet students, faculty, and staff who enter the Writing Studio
  - Effectively manage all office duties, including scheduling appointments, answering the phone, maintaining the Studio database, and other office duties as assigned
- Other duties as needed

This is primarily a sit-down job. Peer Consultants meet one-on-one with students in the library during normal work hours. Peer Consultants must be recommended by a professor to apply for a position and must maintain a 3.0 GPA. All Peer Consultants undergo two years of monthly paid training.

Skills and abilities include, but are not limited to, the following: Tutoring, Research Assistant, Receptions/Registrations, Customer Service/Public Relations, Supervisory Responsibilities, Scheduling, Data Entry, Typing, Filing, Phone Coverage, Photocopying, Microsoft Word, Internet Searches. Consultants must also maintain confidentiality.