

Peer Writing and Teaching Consultant position:

- \$9.50/hr
- Work 6+ hours per week (as available)
- Perform all the duties of a Peer Writing Consultant

- Conduct one long-term Writing Studio research project. Duties will include:
 - o Working with Director to establish relevant topic
 - o Independently researching and writing report
 - o Presenting report at staff meeting and/or at a professional Writing Center conference
 - o Fielding questions, developing activities, following-up with participants as needed

- Serve as teaching partner with W classes. Duties may include:
 - o Partnering with the First-Year Writing Consultant to develop teaching strategies
 - o Team-teaching weekly evening study sessions with the First-Year Writing Consultant
 - o Serving as a point person for students needing individual conferences

- Serve as advisor for upper-division classes in area of study. Duties may include:
 - o Partnering with the Studio Director and professors (as requested) to provide study sessions and lessons
 - o Serving as a point person for students needing individual conferences

- Be available to check-in on the Studio once each evening. Duties may include:
 - o Monitoring consultant attendance
 - o Scheduling appointments
 - o Refilling candy
 - o 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