

WRITING ASSISTANT POSITION DESCRIPTION

Reports to: Writing Coordinator

Department: Academic Learning Center, Writing Assistance Program

QUALIFICATIONS: Strong writing skills, knowledge of writing processes, strong interpersonal skills, a desire to help others improve their writing, a minimum 3.0 GPA. Broad writing/reading experience, experience tutoring others, and experience interacting with underrepresented groups is desirable.

PRIMARY FUNCTION: Under supervision, provides writing instruction to UNI students individually and in small groups; assists faculty with writing across the curriculum activities in their courses; promotes the Writing Center on campus; and assists the Writing Coordinator with a variety of tasks depending on interests and expertise.

CHARACTERISTIC DUTIES:

Commits 7-10 hours per week to the Program.

Meets with students individually and in small groups, develops or compiles instructional materials to meet students' needs, and makes presentations to special groups (e.g., academic classes, residence hall groups, student organizations and clubs).

Participates in regularly scheduled staff meetings.

Exhibits professional behavior with all University staff and students.

Completes all related paperwork in a timely fashion.

Participates in on-going self-evaluation: videotaping and critique of writing conferences, written evaluations by clients, and written self-assessment.

Assists the Writing Specialist with the development of written materials relevant to the Writing Center (e.g., reports, training materials, fliers, memos, etc.).

Promotes the Writing Assistance Program on campus through personal contacts, presentations, and the distribution of publicity materials.

Serves as a resource on writing for the other writing assistants and the entire University community.

Participates in the evaluation of the Program's services and the ongoing review of goals and objectives; makes recommendations for revisions and further development.

Assists the Writing Specialist with referring students to appropriate services.

