Washington State University’s Writing Program is seeking a graduate student to fill a Graduate Assistantship in the Graduate Writing Center (GWC). The position is for 20 hours a week, beginning in the spring 2023 semester with opportunity for renewal in subsequent semesters.

What to expect
- Meet with graduate student writers in individual consultations in person and on Zoom.
- Use tutoring best practices to support graduate student writers as they organize, draft, revise, and edit their written materials.
- Support graduate student writers on all types of writing (e.g., theses, proposals, preliminary papers, dissertations, coursework, journal articles, job applications, and teaching materials) at all stages of the writing process.
- Participate in twice-monthly GWC leadership meetings and monthly GWC all-staff meetings.
- Complete administrative tasks for the GWC, such as posting consultants’ schedules in the online system, developing and disseminating outreach materials, and answering emails in the general GWC account.
- Partner with the Professional Development Initiative to develop and facilitate graduate writing workshops (optional).
- Be a friendly and professional presence in and representative of the GWC.

Weekly schedule
- 8 hours of one-with-one appointment-based writing consultation (Monday-Friday only).
- 8 hours of preparatory reading of student-submitted writing for upcoming appointments.
- 4 hours of administrative and project work, including meetings.

Required qualifications
- Eligible for a WSU assistantship (full-time graduate enrollment at WSU Pullman).
- Evidence of mastery and skill in writing, speaking, reading, and listening in English.
- Evidence of excellent interpersonal skills with WSU students, staff, and faculty.
- Working knowledge of the writing process and common graduate writing genres.

Preferred qualifications
- Documented experience of working in a writing center or as a writing/language tutor.
- Experience working closely with non-native speakers/writers of English.
- Experience working closely with adult learners.
- Experience collaborating via cloud-based platforms and content management systems.
- Experience maintaining and troubleshooting in content management systems and websites.
- Evidence of authoring research manuscripts or presentations (i.e., a record of publications).

Please send your resume/CV and letter of application electronically. Deadline for submitting the application has been extended to December 9th. Include your name and “GWC GA vacancy” in the subject line to Lisa Johnson-Shull lisaj@wsu.edu