Washington State University’s Writing Program is advertising a Graduate Assistantship in the Graduate Writing Center (GWC) for the 2024 – 2025 academic year.

|  |  |
| --- | --- |
| **APPOINTMENT TITLE** | Graduate Writing Center Graduate Staff Assistantship |
| **WORKING TITLE** | GWC Writing Consultant and staff assistant |
| **APPOINTMENT STATUS** | .5 FTE -- 20 hours per week  This position is funded by the Graduate School and administered by the Writing Program. |
| **DURATION OF APPOINTMENT** | August 15, 2024 – May 15, 2025 |
| **ORGANIZATION** | Graduate Writing Center, WSU Writing Program |
| **LOCATION** | Pullman, WA |
| **BASIC FUNCTIONS** | Support graduate student writers as they plan, write, and revise for their written works. |
| **REPORTS TO** | Brooklyn Walter, Writing Center Director |
| **SUPERVISORY RESPONSIBILITIES** | None |
| **DUTIES AND RESPONSIBILITIES** | * Meet with graduate student writers in individual consultations in person and on Zoom. * Use best practices in writing tutoring to support graduate student writers as they organize, draft, revise, and edit their written materials. * Participate in monthly GWC all-staff meetings and additional meetings as requested by GWC and Writing Program leadership. * Complete administrative tasks for the GWC as delegated by the leadership team, 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). * Develop materials or programming for the GWC and WSU graduate students (optional). * Maintain a regular schedule of 20 hours per week (8 hours tutoring, 8 hours prep for those tutorials, 4 hours admin/programmatic) and demonstrate responsibility for scheduled shifts and other responsibilities. * Communicate regularly and professionally with the GWC leadership and colleagues in the GWC. * Adhere to professional expectations as established by the GWC and the WSU Writing Program. * Be a friendly, collegial, collaborative, and professional presence in and representative of the GWC. |
| **REQUIREMENTS**  If for Graduate Assistant these are in addition those required under Graduate School policy for receiving an graduate assistantship | * Ability to work 20 hours per week. * Ability to work scheduled hours. * Ability to effectively communicate in oral and written contexts. * Evidence of mastery and skill in writing, speaking, reading, and listening in English. * Bachelor’s degree and current enrollment in a graduate program. * Evidence of excellent interpersonal skills with WSU students, staff, and faculty. |
| **PREFERRED QUALIFICATIONS** | * Knowledge and understanding of the writing process and common graduate writing genres. * Experience working in a writing center or as a writing/language tutor. * Experience working closely with adult learners as a teacher, tutor, coach, or mentor. * Experience collaborating via cloud-based platforms and content management systems. * Experience maintaining and troubleshooting in content management systems and websites. * Evidence authoring research manuscripts or presentations (i.e., a record of publications). |
| ESSENTIAL WORK COMPETENCIES **KNOWLEDGE, SKILLS & ABILITIES** | * Ability to follow instructions accurately, prioritize tasks effectively, and ensure detailed completion of duties within specified deadlines. * Ability to manage multiple tasks simultaneously. * Ability to understand complex written texts, sometimes in unfamiliar disciplines and composed of unfamiliar content. * Ability to communicate effectively, both verbally and in writing. * Ability to organize tasks and responsibilities efficiently. * Ability to maintain professionalism at all times. * Ability to work collaboratively in a team setting, demonstrating positive communication and a willingness to engage with others. * Ability to interact positively with faculty, staff, students, and other individuals through proficient interpersonal skills. * Ability to perform effectively in stressful situations. |
| COMPENSATION | Salary range $2,318.50 - $2,561.00 based on the location in Pullman, WA, and the successful applicant’s educational experience and level. |
| **WORK CONDITIONS** | Position requires online tutoring and encourages in-person tutoring; the position requires attendance at online meetings; the position requires attendance at online events; the position encourages in-person attendance at events and meetings when possible. |
| **PHYSICAL REQUIREMENTS** | * Ability to read lengthy texts * Ability to work online * Ability to engage in online platforms and look at computer screens for long periods of time. |
| **TRAINING PROGRAMS** | Expected participation in internal professional development. |

**Application instructions**

The deadline for submitting the application is June 15th 2024.

Email [gwc.wsu@wsu.edu](mailto:gwc.wsu@wsu.edu) with “Assistantship” in the subject line and with the following attachments:

* A letter of application addressing the minimum and preferred qualifications and articulating your interest in supporting graduate students at WSU with their writing.
* Your up-do-date resume or CV.
* A letter of recommendation supporting your application and further addressing minimum and preferred qualifications.

**Additional Information**

Per Graduate School policy, employment eligibility for this position is contingent upon the following requirements:

* + Remaining enrolled full time (a minimum of 10 credits) during the period of the appointment
  + Maintaining a 3.0 cumulative GPA during the period of the appointment
  + Progress toward degree remains satisfactory as determined by the academic home department
  + Meeting all conditions of employment and training requirements
  + Maintaining satisfactory progress in fulfilling assistantship service requirements and duties
  + Availability of funds

Student Health Insurance Plan

A 50% graduate assistant appointment is eligible for medical, dental, and vision coverage. Detailed information about this plan can be found on the Cougar Health Services website.

Tuition Waiver and Mandatory Fees

Resident and non-resident (if applicable) tuition waiver of the operating fees, and student health insurance plan premiums as indicated. ASEs are required to pay additional assessed fees. Please see the Tuition and fee rates website for current fees.

Background Check Pursuant to RCW 28B.112.080, certain positions are required to complete a sexual misconduct declaration prior to hire. Failure to provide complete and accurate information may affect final employment, up to and including withdrawal of offer of employment.

Union Affiliation/Collective Bargaining Agreement

This position is union represented and governed by the WSU/ United Autoworkers collective bargaining agreement.

Equal Employment Opportunity

Washington State University is an equal opportunity/affirmative action educator and employer. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veteran, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521 (v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.