

Application Deadline is June 1, 2016. Apply by sending a cover letter, resume, and 3-5 references, including names, addresses, telephone numbers, and email addresses to Scott Payne, Writing Center Director

spayne@uca.edu

Job Description and Qualifications: The Writing Center, an incredible resource, serves students from every discipline as it continues to increase in popularity. Graduate Assistants serve as buffers between tutors who work in the Center and students who use the Center. As such, the position requires assertiveness and effective communication skills (both written and verbal). The position also requires attention to detail as the GAs manage the online scheduling availability for all tutors. Since tutors, as amazing as each of them are, cannot always be in attendance as planned, Graduate Assistants must be prepared to make adjustments to appointments, contact students to inform them of cancellations, and fill in as much as possible – whether it be as tutors or as class tour guides. GAs also facilitate communication between tutors and the directors.

Assistantship Responsibilities:

- Make appointments for students who call, come in, or email.
- Connect students with tutors.
- Monitor the schedule to make sure it is filled (students cancel, walk in, email, and put themselves on the will call list—graduate assistant make sure as many students as possible get a spot)
- Answer writing hotline calls.
- Monitor and maintain a collegial work environment
- Help tutors disengage from sessions that are running too long.
- Revise and improve the Writing Center bookmark design
- Fill in as tutors as needed
- Occasionally lead staff meetings

Appointment: Nine month appointment that can be renewed. Appointment begins on the first day of fall semester and ends on the last day of spring semester. Graduate Assistants log 20 hours of weekly work time in the Writing Center.

Compensation: \$9300 per academic year. Additional professional development opportunities and/or funds for regional/national conferences may be available.

Application Deadline: Application Deadline is June 1, 2015. Apply by sending a cover letter, resume, and 3-5 references, including names, addresses, telephone numbers and emails addresses to Scott Payne, Writing Center Director at spayne@uca.edu