

***Center for Writing and Communication
Graduate Assistant Position (part time)
University of Central Arkansas***

Job Description and Qualifications: The Center for Writing and Communication (CWC), 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 CWC and students who use this service. 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. Finally, GAs take the lead on larger projects and initiatives as needed for CWC growth.

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—GAs make sure as many students as possible get a spot).
- Supervise tutors during night hours and anytime directors cannot be in the CWC.
- Answer writing hotline calls.
- Monitor and maintain a collegial work environment.
- Facilitate communication between tutors and the directors.
- Help tutors disengage from sessions that are running too long or are becoming counterproductive.
- Revise and improve the CWC bookmark design and other marketing materials.
- Work on ongoing CWC projects as needed, including social media accounts, staff manuals, workshop series, etc.
- Fill in as tutors as needed.
- Occasionally lead staff meetings.

Appointment: Four and a half month appointment that may be renewed. Appointment begins on the first day of the spring semester and ends on the last day of the spring semester. This position is part-time, and the GA will log 10 hours of weekly work time in the CWC, which may include some night hours.

Compensation: \$2,325 for the spring semester . Additional professional development opportunities and/or funds for regional/national conferences may be available.

Application Deadline: Review of applications will begin immediately and will stay open until the position is filled. Apply by sending a cover letter, resume, and 3-5 references, including names, addresses, telephone numbers and email addresses to Carey Clark, CWC Director, cclark@uca.edu.