



Writing Adviser

Writing Center

Fall 2026-Spring 2027

Duties/Responsibilities:

Writing Advisers (WAs) work in the Oxy Writing Center (WC) in one-to-one consultations with students across the curriculum, providing writing support at any stage in the writing process and at any point in a student's academic program. Writing Advisers work a minimum of two 2-hour shifts per week in the WC during our regular open hours (Sun-Th 4:00-10:00pm). WAs are required to attend paid staff training and meetings (including an all-day orientation in August before fall semester and a half day workshop at the start of spring semester). Writing Advisers are also required to work WC events and activities including: development & implementation of writing workshops; FYS classroom visits; Write-In events; other WC outreach and activities. The total hours of paid work per week may be as many as 8-10 with the addition of these occasional required work activities.

All Writing Advisers are required to take two semesters of CWP 395: Theory and Pedagogy of Writing beginning in the first semester as an adviser (in fall semester). For AY 2026-2027 the course will meet on Tuesdays from 12:00-12:55. All applicants must add this course to their course schedule if hired. WAs receive 1 unit for each semester of the course (for a total of 2 units).

WAs are expected to keep current with writing center and rhetoric-composition scholarship through assigned readings in CWP 395 and through supplemental training/support provided by the Writing Center Director and Assistant Director. WAs have opportunities for continued leadership after the first year of work in the WC (and successful completion of CWP 395) through the Writing Fellows program as embedded writing tutors in selected FYS courses (led by the Writing Center Director; this is an additional position in the WC with a separate application process).

Writing Advisers must adhere to all conditions of employment as outlined in the Writing Center Ground Rules, which will be provided to applicants if offered a position.

MINIMUM QUALIFICATIONS:

- Excellent communication skills (writing and verbal)
- Ability to maintain frequent communication with supervisors on all aspects of WC work
- Organization, reliability, and timeliness (in completing tasks and working shifts)
- Demonstrated ability to collaborate effectively with peers, colleagues, and supervisors
- Ability to work effectively independently and in a leadership role
- Effectiveness in interacting with a wide range of people, experiences, viewpoints, and identities

- Display professionalism and maturity
- Ability to adhere to confidentiality
- Use of the Writing Center: drop-in Center, Faculty Writing Specialists, Writing Fellows in FYS

PREFERRED QUALIFICATIONS:

- Rising sophomore or junior status (rising seniors may be considered)
- Experience working in a teaching/learning or tutoring context

Start date: August 16, 2026

End date: May 8, 2027

Work Schedule: Minimum 4 hours per week in the drop-in Center (Sun-Thu 4:00-10:00pm); additional hours required for WC training, meetings, events, and other activities (*see application form).

Hours Per Week: 4 (minimum) to 8 (*see application form).

Starting pay rate: As determined by the college and in accordance with Los Angeles City minimum wage.

Work Award: Accepted but not required.

To apply, please complete the Writing Center's application: [Writing Adviser application 2026-2027](#).

All applications will be reviewed by the Writing Center Director and Assistant Director. Selected finalists will be offered an in-person interview with the Directors and a current Writing Adviser.

