



## Peer Writing Adviser *Writing Center*

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Fall 2023- Spring 2024

*Deadline: Monday 3/06 (11:59pm)*

**Job Description:** Writing Advisers work in the Oxy Writing Center 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. All Writing Advisers are required to take two semesters of WRD 395: Theory and Pedagogy of Writing beginning in their first semester as an adviser (the course meets on Monday or Tuesday time TBD) and applicants must make room in their fall 2023 schedule for this course if they are hired. WAs receive 2 units for each semester of the course (for a total of 4 units).

Writing Advisers work a minimum of two 2-hour shifts per week in the WC during our regular open hours (shift times TBD). WAs are also required to attend regular professional development/staff training workshops or staff meetings (including orientation before fall semester). WAs are also expected to participate in other WC events and activities including: development & implementation of writing workshops; FYS classroom visits; Write-In events; local writing center conferences; and other WC outreach activities. The total hours worked weekly thus may be as many as 6-8 depending on events, activities, and special projects. WAs are expected to keep current with writing center and composition scholarship through assigned readings in WRD 395 and through supplemental training/support provided by the Writing Center Director and Assistant Director. WAs have opportunities for continued leadership through the Writing Fellows program as embedded writing tutors in selected FYS courses (led by the Writing Center Director).

Applicants/advisers must agree to a more specific set of Writing Center "Ground Rules," which will be provided if offered a position.

**Duties/Responsibilities:** Peer Writing Advisers will report to the Writing Center director, Prof. Julie Prebel, and Assistant director, Prof. Charlyne Sarmiento, performing tasks such as, but not limited to:

- Providing students across the curriculum with one-to-one writing consultations
- Attending regular professional development/staff training workshops
- Developing and implementing writing workshops
- Participating in FYS classroom visits, Write-In events, local writing center conferences, and other WC outreach activities

- Enrolling in two semesters of WRD 395: Theory and Pedagogy of Writing beginning in their first semester as an adviser (or second semester if studying abroad for fall 2022)
- Keeping current with writing center and composition scholarship through assigned readings in WRD 395 and through supplemental training/support
- Must adhere to WC Ground Rules (will be shared with all applicants offered an interview)

**Qualifications:**

- Ability to interact effectively and collaboratively with students, faculty, and staff
- Strong written and oral communication skills
- Strong customer service skills
- Self-starter, motivated, mature, and dependable
- Must be flexible, adaptable, and willing to work as a team
- Ability to work independently

**Start date:** August 2023

**End date:** May 2024

**Work Schedule:** minimum of two 2-hour shifts per week Sun-Thu 4:00-10:00 pm

**Hours Per Week:** 4-6

**Starting pay rate:** Current Los Angeles County minimum wage (as per Oxy Student Employment)

**To apply, please submit this [application](#) (deadline Monday, 3/06 @ 11:59pm). Email [writingcenter@oxy.edu](mailto:writingcenter@oxy.edu) with any questions.**