Hamline University Writing Center
Undergraduate Peer Writing Consultant

Purpose:

- The undergraduate peer writing consultant will provide one-to-one writing consultations for undergraduate students.

Responsibilities:

- Provide writing support for students in face-to-face consultations (70%)
- Maintain accurate and complete records on WC Online to document student contact and progress (5%)
- Participate in pre-semester consultant training and weekly staff meetings to address consulting issues and questions (5%)
- Participate in ongoing training by studying writing center theory and practice as instructed by director (15%)
- Complete tasks that contribute to the smooth running of the Writing Center as instructed by director (5%)

Qualifications:

- Outstanding writing skills and a superior understanding of the writing process as evidenced in required writing samples and in the interview process
- Current enrollment in one of Hamline University’s undergraduate-level programs; must have at least junior class status at the time of employment
- Must have completed ENG 1110 (or its equivalent) with a minimum grade of B+
- Two letters of recommendation from faculty members familiar with candidate’s writing and interpersonal skills
- Excellent interpersonal and collaborative skills
- Initiative and the ability to manage multiple priorities
- Excellent computer, telephone, and typing skills

Mental and Physical Requirements:

- Must be able to perform well under pressure as well as within specific and limited time and resource constraints
- Must be able to operate a computer for long periods of time
- Must be able to perform tasks requiring intense concentration, and to switch rapidly between tasks

Time Commitment and Compensation:

- The candidate chosen for this position will work an average of 8 hours per week during fall semester and spring semester and will earn $9.25 per hour. J-term and summer hours are not available.