



AUBURN
Office of the Provost

UNIVERSITY WRITING GRADUATE PROGRAM ASSISTANT

POSITION DESCRIPTION

The Graduate Program Assistant provides support to University Writing at Auburn University. University Writing is a campus-wide administrative unit that supports students as thinkers and communicators by helping them become better writers. It is home to the Miller Writing Center and the ePortfolio Project.

Responsibilities will include some combination of the following tasks:

PEER WRITING CONSULTANT WORK

- Work with students across disciplines on a range of writing projects in one-on-one and small group tutoring sessions
- Work regular weekly shifts as assigned
- Navigate the online data management platform (WCONLINE)
- Complete client report forms following sessions
- Maintain the confidentiality of client records
- Support graduate students through the Graduate Writing Partners Program, which provides one-on-one consultations about writing for an entire semester
- Promote the Miller Writing Center through class presentations, information tables, and other events
- Communicate clearly, quickly, and responsibly with clients, full-time staff members, front desk representatives, and other consultants
- Participate in required trainings, meetings, and professional development activities as assigned

PROGRAM ASSISTANT WORK

- Deliver and coordinate presentations, workshops, and programs for students and faculty
- Develop materials to support writing instruction (handouts, worksheets, web content, etc.)
- Assist with University Writing administrative responsibilities (training, hiring, scheduling, tracking, etc.)
- Assist with grant applications, publications, publicity, assessment, and awards
- Collaborate with others in the office to develop new projects and/or continue existing projects

QUALIFICATIONS

University Writing seeks to employ a diverse team of students with different language backgrounds, life experiences, areas of expertise, knowledge, perspectives, and strengths. Candidates from any academic

discipline are encouraged to apply as long as their interests and/or career goals align with the work of the Miller Writing Center and University Writing.

REQUIRED QUALIFICATIONS

Candidates must be:

- Auburn University graduate students in good standing who are available to work from May 2022 to May 2023, with preference given to candidates who can stay through May 2024
- Available to work 20 hours per week (0.5 FTE) (no other campus jobs can be held)
- Able to connect this position to their academic program or long-term career goals

PREFERRED QUALIFICATIONS

Preference will be given to candidates who are able to demonstrate the following skills:

- Writing and discussing writing projects
- Critical thinking and problem solving
- Interpersonal communication and active listening
- Intercultural sensitivity
- Time management and organization
- Collaboration and teamwork
- Public speaking and facilitation

EXPECTATIONS AND COMPENSATION

Time Commitment: This is a one-year (12-month, May to May), 20 hour/week position beginning May 2022. Most work will occur during business hours. However, some evening and weekend hours may be required.

Work Location: GAs perform most of their duties in the Miller Writing Center and in the University Writing offices, both of which are in the Ralph Brown Draughton Library. Some work duties may occur on Zoom.

Compensation: Pay is \$20,800/year, paid on a monthly schedule, and includes a full tuition remission.

APPLICATION PROCESS

Apply to the Placement for Graduate Assistants (PGA) Program for consideration. Be sure to indicate in the application that you are interested in interviewing with University Writing. Refer to the [PGA website](#) for more information, including the application deadline.

Applications will be reviewed by a hiring committee, which includes current full-time staff members and GAs. Interviews will be offered to candidates whose materials align with the required and preferred qualifications (see above).

CONTACT INFORMATION

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University Writing | Office of the Provost

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