WRITING COACH POSITION DESCRIPTION

Reports to: Writing Coordinator
Department: Academic Learning Center/Writing Center (008 ITT)

QUALIFICATIONS: Strong writing skills; knowledge of effective writing processes; attention to detail; strong interpersonal skills; ability to explain concepts precisely and adapt to various audiences; a desire to help others succeed; strong sense of curiosity; responsibility and ability to keep commitments; and a minimum 3.0 GPA. Diverse interests, broad writing/reading experience, and tutoring experience are helpful.

PRIMARY FUNCTION: Provides writing feedback and instruction to UNI students in individual appointments and occasionally in small groups; promotes the Writing Center on campus; participates with Writing Coordinator in presenting writing- and research-related topics and conducting workshops across the curriculum; assists the Writing Coordinator with a variety of tasks depending on interests and expertise.

CHARACTERISTIC DUTIES (10 hours per week):

Participates in College Reading & Learning Association (CRLA) Tutor Certification Program, including first-semester training course and ongoing staff development. Writing Coaches can elect to work toward two levels of CRLA certification beyond the required Level I, Regular certification.

Meets with students individually and in small groups and selects or develops instructional materials to meet students' needs.

Refers student clients to additional university services when necessary.

Delivers presentations to academic classes and student groups (residence hall groups, student organizations and clubs, etc.).

Participates in scheduled staff meetings.

Exhibits professional behavior with all University staff and students.

Completes appointment summaries and timecards.

Participates in on-going self-evaluation, including videotaping and critique of writing conferences and discussion with Writing Coordinator.

Participates in on-going review and improvement of Writing Center services.

Serves as a resource on writing for the other Writing Coaches and the university community.
WRITING COACH APPLICATION

All information in this application is confidential and will be available only to those directly concerned with the hiring process.

NOTE: Please attach as a writing sample your best recently written, non-fiction essay (a formal analytical or argumentative paper written for an upper-level academic course, preferably with source citations).

Name ________________________________

Classification: fresh / soph / jr / senior / grad

Anticipated Graduation Date: __________

Phone: (____)______________

Best Time to Call: ______________________

Email Address: ________________

Application Date: ______________________

Local Address __________________________

Student ID # _______________________

Are you eligible for Work Study? _____Yes _____No

Major: _____________________ Minor: _____________________ GPA: _______

Liberal Arts Core Writing Requirement:

_____ Completed 620:005, College Writing & Research (Grade: ______)

_____ Completed transfer course that satisfied requirement. Name of course and institution:

__________________________________________________________

_____ Satisfied requirement through CLEP exam

_____ Have not satisfied requirement
Please list two UNI faculty members who will serve as references. At least one of these should be very familiar with your written work. If you don’t yet know any UNI faculty who can serve as references, work supervisors and high school instructors can be considered.

Name ____________________  UNI Dept./School or Organization ____________________  Phone____________

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Please type your responses to the following questions:

1. Explain in detail your particular strengths as a writer.

2. Explain in detail any features of your writing or writing processes you would like to improve.

3. Describe in detail any writing-intensive courses you have taken. If you have not taken any writing-intensive courses, do you plan to take any? If so, what courses and when?

4. Why do you want to be a writing assistant? Be specific.

5. Briefly explain your “philosophy” of tutoring. What do you think the purpose of tutoring should be?

6. Do you have any tutoring experience? If yes, what subject(s) and for how long? What did you enjoy most about the experience? What did you enjoy least about the experience?
7. Do you have experience with any kind of teaching or training? If so, what subject(s) and for how long? How large was the “class?” What did you enjoy most about the experience? What did you enjoy least?

8. In what ways, if any, do you see the Writing Coach position enhancing your professional goals?

9. What are some areas where you would most want to improve your ability or confidence during the training program for this position?

10. What haven’t you had a chance to say that you would like us to consider in deciding whether or not you’re a good fit for the position?

Please turn in your completed application and writing sample for Deanne Gute, Writing Coordinator, at the 008 ITT Reception Desk.