

## Professional Writing Consultant: Student Description & Application

The Writing Center at CU Denver accepts applications on an ongoing basis. Semester-long positions start the week before each semester begins and then last 16 weeks (Fall/Spring), 3 weeks (Maymester), or 9 weeks (Summer).

### Job Description: Student

The Writing Center employs **students** (undergraduate and graduate) from a variety of disciplines and fields in the paid positions of Professional Writing Consultant and Consultant-in-Training (CITs).

- Consultants/CITs work with students in one-on-one or small-group sessions on issues including (but not limited to) brainstorming, organizing, and developing arguments. They also teach issues related to grammar and syntax, [among many others](#).
- Consultants/CITs develop and deliver presentations/workshops in a variety of contexts and settings, including in-Center, in the Auraria Library, and in classrooms.
- Consultants/CITs work a set schedule (same days/hours) each week for the duration of each semester. Schedules are negotiated each semester around classes, teaching assignments, and other employment.

### Compensation

Consultants hired as **students** must commit to work between 10 and 25 hours/week. They are also required to attend both pre-semester Orientation and monthly Professional Development & Education meetings (see T/PD/E info below).

**Students** are paid hourly. The starting pay rate for undergraduate **students** is \$12/hour; the starting pay rate for graduate **students** is \$14/hour.

### Candidates

Candidates should feel excited about writing, talking about writing, and helping others with their writing. They should be ambitious and empathetic lifelong learners who demonstrate a commitment to a [growth mindset](#).

Undergraduate-**student** candidates must have received credit for English 2030 or its equivalent.

Well-qualified candidates are experienced writers with relevant or related experience in collaborative workshopping, tutoring, teaching, and/or academic coaching. Knowledge of or experience with writing in different genres/disciplines and for differing audiences and expectations is preferred but not required.

### Training/Professional Development/Education

Paid training, professional development, and education is provided upon hire in the form of:

1. A two-day pre-semester Orientation (mandatory)
2. Monthly Professional Development & Education meetings on Fridays (4 total), 8 a.m. – 12 p.m. (mandatory)
3. Ongoing instruction, support, and coaching from colleagues, Lead Consultants, and the Director/Assistant Director/Coordinator

Consultants/CITs can expect to learn and build confidence in: one-on-one conferencing and teaching techniques, theories of composing, revision strategies, writing across the curriculum, sentence-level and error-pattern pedagogies, issues pertaining to plagiarism, English Language Learners, and presenting/public-speaking.

Additionally, Consultants/CITs develop skills related to communication, collaboration, negotiation, problem solving, resilience, time management, and social/emotional intelligence.

Consultants/CITs go on to (or simultaneously) thrive in a wide variety of professional and academic settings and consistently report that the hard and soft skills they developed while working at the Writing Center are directly applicable to their success.

## Locations

Consultants may be asked to work at one or more of the Writing Center's locations, including:

- **North Classroom:** This is our largest location and functions as the hub for the other five physical satellite locations described below. All Consultants/CITs work at this location.
- **Auraria Library:** This location is a collaboration between the writing centers at CU Denver, Metropolitan State University of Denver (MSUD), and the Community College of Denver (CCD). It serves students from all three institutions as well as other library patrons.
- **Campus Village at Auraria:** CVA is a student-residence facility with a large population of freshman, students enrolled in living/learning communities (e.g., the BA/BS to MD program), and international students from our sister institution, International College Beijing at China Agricultural University.
- **Business School:** Approximately two blocks from the Auraria Campus in Downtown Denver, this location is the home base for undergraduate and graduate students majoring in Business.
- **CU Anschutz:** This location is housed in the Health Sciences Library on the Anschutz Medical Campus in Aurora, CO, and primarily serves undergraduate and graduate students in nursing, public health, pharmacy, dentistry, and the many programs in the School of Medicine.
- **CU South Denver:** Located in Lone Tree, CO, this location serves undergraduate and graduate students in nursing, business, and political science from CU Denver and CU Boulder.
- **Synchronous Online:** Synchronous online services are offered across various locations/schedules between 8am-Midnight most days of the week; from 6pm-Midnight, Consultants support students from the comfort of their own homes (or anywhere else).
- **Online Drop Boxes:** The Undergraduate Drop Box (UDB) and Graduate Drop Box (GDB) provide students with asynchronous in-text comments and summary letters of feedback within 24 hours (UDB) and four days (GDB).

## How to Apply

Get to know the Center. Get your application in order:

- Applicants must observe at least one Writing Center session before applying. Come to North Classroom 4014 on the Auraria Campus to see what we do. Take some notes. You don't need an appointment to observe, though we recommend calling ahead (303-315-7355) to inquire about the best times: Arrive five minutes before the top of any hour, talk to someone at the desk, and stay the entire hour.
- Read about [Our Mission](#) and services for students.
- Learn about our Online Consulting platform via [this Instructional Video](#) and our online scheduling system via [this Video](#).
- Submit the following Writing Consultant Application, along with supporting materials, either in-person to North Classroom 4014 or via email to [Writing.Center@ucdenver.edu](mailto:Writing.Center@ucdenver.edu). To submit by mail, please email for information.

## Application

To apply, please submit the following documents in a single packet or compressed file.

1. A completed copy of this form (pages 3-4)
2. A cover letter detailing your interest in and qualifications for the position
3. A resume or C.V.
4. A 5-20-page typed academic, professional, and/or creative writing sample (please don't submit *only* creative writing)
5. A copy of your most recent transcript (unofficial is acceptable)
6. 1-2 letters of recommendation from faculty/instructors (email is acceptable)

### Applicant Information

Name: \_\_\_\_\_ | Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### Session Observation Information

Observation Date: \_\_\_\_\_ | Time: \_\_\_\_\_ | Consultant Observed: \_\_\_\_\_

Observation Notes (a separate sheet/file is okay): \_\_\_\_\_

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Availability Information

How many hours/week are you interested in working? (choose one): 10 10-15 15-20 20-25

Please indicate your interest in working at the following locations/platforms:

- North Classroom Yes / No
- Auraria Library Yes / No
- Campus Village at Auraria Yes / No
- Business School Yes / No
- CU Anschutz Yes / No
- CU South Denver Yes / No
- Synchronous Online Evenings Yes / No

On the grid below, please indicate days/times during the target semester when you are **NOT** available to work by placing an X in the box:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 – 8:50							
9:00 – 9:50							
10:00 – 10:50							
11:00 – 11:50							
12:00 – 12:50							
1:00 – 1:50							
2:00 – 2:50							
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6:00 – 6:50							
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10:00 – 10:50							
11:00 – 11:50							