**Application Process:**

* Submit your application (the form is fillable) via email to [writingcenter@asbury.edu](mailto:writingcenter@asbury.edu).
* Include a **cover letter** with your application. In your cover letter, please use the following questions to guide your response:
  + **What qualities do you have that would make you a good consultant?**
    - Do you have any experience as a tutor? In what subjects?
    - Why do you want to be a Writing Center consultant?
    - If you have a specific major, how might that help you contribute to our workplace dynamic? How might skills that you have gained in your major classes help you teach?
    - How would you deal with challenges that might arise in a session, especially a lack of understanding from a student?
  + **What is the difference between editing/proofreading and teaching?** 
    - What are differences that you have noticed from personal experience?
* Also include the following with your application:
  + **Resume (one-page limit)**
  + **Two additional samples of your writing**
    - Writing samples need to be scholarly works that highlight your academic writing abilities.
    - Each writing sample needs to be a minimum of three pages long and double-spaced.
    - Please do not submit short stories or poetry.
  + **Two faculty reference forms**
    - At least one faculty member must be able to comment specifically on your writing abilities.
    - See pages 4 & 5 for reference form and job description to provide to faculty members. The reference form is not fillable. It must be printed out and given to your professors.
* Once you have written a draft of your cover letter, applicants are required to **sign up for an appointment** in the Writing Center to talk about revising your draft. This will help you understand what we do more fully. You can use WCONLINE to sign up for your appointment: <https://asbury.mywconline.net/>
* Once you have submitted the cover letter, application, references, and writing samples, **we will respond within one week of the due date**  to let you know whether or not you have been invited for an interview.
* If you are invited for an interview, we will send you the schedule of available times. Interviews typically last 30 minutes. We will ask you some questions, and we would love to hear your questions about what it is like to work in the Writing Center as well.
* **Applications are due by 5:00pm on Friday, March 23, 2018.**
* By **April 18th, 2018**, we will notify you regarding whether or not you have received a position.

**If at any point during the application process you decide to withdraw your application, please notify us immediately.**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** Click or tap here to enter text. | **Middle Initial**:Click or tap here to enter text. | **Last Name**: Click or tap here to enter text. | |
| **Phone # and Email:** Click or tap here to enter text. | | | **Cumulative GPA:** Click or tap here to enter text. |
| **Major(s):** Click or tap here to enter text. | | | **Minor(s):**Click or tap here to enter text. |
| **Classification as of the 2018-2019 school year:** Choose an item. | | | |
| **Are you eligible for Work Study?** Choose an item. | | | |
| **How many hours per week are you willing to work?** *(minimum of 5 but prefer 8-10)* Click or tap here to enter text. | | | |
| **Have you previously applied to work for the CAE?** Choose an item. | | | |

**List the extracurricular activities you will be involved with during the 2018-2019 school year.**

Click or tap here to enter text.

**Mandatory Consultant Training will be offered during the first week of class:**

* **Tuesday – August 21, 2018 5:30pm – 7:30pm (Dinner will be served)**
* **Wednesday – August 22, 2018 5:30pm – 7:30pm (Dinner will be served)**
* **Saturday, August 25, 2018 10:00am – 1:00pm (lunch will be served)**

**Can you commit to these three training sessions?** Choose an item.

**If not, please explain** (for rare exceptions we can make up the trainings on alternative days)**:**

Click or tap here to enter text.

**Bi-Monthly meetings will also be mandatory in this position.**

**Our first regular bi-monthly meeting will be held Wednesday, August 29, 2017 from 4-5pm.**

**Writing Consultants will be required to sign up for a 1-credit hour, pass/fail class, listed as UNV 300.**

**If you are hired by the Center for Academic Excellence, you are committing to work for the entire 2018-2019 school year (\**some exceptions may apply*).**

**Can you commit to working the entire year?** Choose an item.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This is a job.** We expect you to work hard, communicate effectively with us, and meet fully the expectations laid out in your job description.

Just as in any other job, you are expected to give us a full two weeks’ notice prior to leaving if you decide to stop working as a consultant. During those two weeks, you will be expected to continue meeting with students and fulfilling all responsibilities as laid out in the job description.

**Prompt communication is essential for this position.** You need to check your email daily to see if you receive any consulting assignments or other pertinent information from the Center for Academic Excellence. You are expected to respond in a timely manner.

Writing Center Consultant Reference Form

Do you, **the applicant**, waive your right of access, as afforded under state and federal law, to the information provided in this form? Yes \_\_\_\_\_ No \_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To Faculty**—This student has applied to be a Writing Center consultant and has listed you as a reference. Please refer to page 5 to familiarize yourself with our general expectations of a Writing Center consultant and then evaluate the student on the following attributes, using the scale provided. If you have had no opportunity to observe a certain characteristic, please leave the item blank. Once completed, please CPO to Julie Barlow or return the form to the Center for Academic Excellence. Reference forms are due **by 5:00pm on Friday, March 23, 2018.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Length of time known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Below Average | Average | Above Average | Outstanding |
| Empathy |  |  |  |  |
| Flexibility |  |  |  |  |
| Open Mindedness |  |  |  |  |
| Assertiveness |  |  |  |  |
| Responsibility |  |  |  |  |
| Interpersonal Skills |  |  |  |  |
| Time Management |  |  |  |  |
| Commitment to Asbury’s Values and Expectations |  |  |  |  |
| Study Skills |  |  |  |  |
| Quality of Class Work |  |  |  |  |
| Motivation |  |  |  |  |
| Initiative |  |  |  |  |

Please comment on the student’s writing abilities and the strengths you believe he or she would bring to the Writing Center.

Please comment on areas on which this student might need to work to be an effective member of the Writing Center staff.

Additional comments (attach another sheet if necessary)Click or tap here to enter text.

**What to Expect as a Writing Center Consultant**

### Job Description

* Consultants will prepare and teach lessons for sessions with writers.
* Consultants will meet one-on-one with writers in person and online.
* Consultants will work to establish connections and build rapport with their writers over the course of a semester.
* Consultants will be flexible and willing to work as a team with the other consultants.
* Consultants will adapt to students needs and be willing to engage with faculty to find newer and better ways to help students.
* Consultants will assist with disability services and other office tasks as needed.
* Consultants will take initiative with new projects and present information about the Writing Center to classes.

### Writing Center Core Values

1. Anyone who writes anything is a writer.
2. Everyone’s writing process is unique.
3. Writing creates a conversation to share knowledge, ideas, and experience.
4. Collaboration with peers leads to learning.
5. All writers, no matter how accomplished, can improve their writing.

### Writing Center Mission Statement

The Writing Center at the Center for Academic Excellence exists to encourage growth in Asbury University students at any point in his or her writing process. We believe that anyone can improve his or her writing skills through collaborative learning and hard work.