



## **WRITING CONSULTANT JOB DESCRIPTION**

### **General Description**

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Writing consultants will help Saintly Louis University graduate and undergraduate students become better writers and communicators. While consultants help students with short-term writing goals, they also foster a culture of writing on campus by working with students in all disciplines on writing projects, multimedia projects, and oral presentations. Consultants conduct in-person and online consultations, and they train extensively to ensure quality of services. Successful writing consultants are skilled, experienced writers with a respect for, and interest in, writers and the writing process. Strong listening and communication skills are essential. Consultants will use a variety of software (MS Word, Publisher, PowerPoint, Google Hangouts, Prezi, email) and should be willing to work day, evening, and limited weekend hours. In addition, consultants pursue on-campus outreach opportunities, such as designing and facilitating writing workshops, writing groups, and class visits.

### **Characteristic Job Tasks and Responsibilities**

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Will include all, or many, of the following:

- Reading and following the policies and procedures in the University Writing Services training manual;
- Consulting individually with students in-person and online;
- Helping students become acclimated to University Writing Services various services and locations
- Monitoring the [writing@slu.edu](mailto:writing@slu.edu) email account, and using signed emails from this account to communicate with students and faculty;
- Keeping accurate and thorough consultation records, including 100% of scheduled consultations recorded as either marked, no-show, online or another necessary data point.
- Participating in the University Writing Services Blackboard site;
- Aiding in the improvement of student resources (reference handouts, etc);
- Promoting writing services to graduate and undergraduate students;
- Revising and/or developing writing workshops;
- Assisting in general department initiatives related to writing assistance;
- Participating in monthly staff development sessions;
- Recruiting new Writing Consultants through enrollment in English 493 or Honors 482;
- Writing a consultant philosophy statement each semester;
- Participating in an end-of-the year evaluation in the spring;
- Giving feedback on program effectiveness;
- Working through collaborative relationships with academic and student development departments as partners for the undergraduate experience;
- And performing other relevant duties as assigned.

### **Requirements**

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Writing Consultants who are enrolled students of Saint Louis University **cannot** hold another graduate assistantship or be a full-time employee on campus during the same period. Writing Consultants who are not enrolled students must make the program director aware of their status, but also cannot be full-time employees of the University. All consultants must attend 2 staff meetings each semester. All consultants must attend trainings offered prior to the fall and spring semesters. These are tentatively scheduled for Saturday, August 26, 2017 and Saturday, January 20, 2018.