Writing Center Graduate Assistant Job Description

Graduate assistants working in The Writing Center have come from a variety of majors, including elementary and secondary education, geography, business, social work, and psychology. While there are basic qualifications and duties required by the position, the director of The Writing Center also acknowledges that each graduate assistant brings with him or her unique qualities and skills. Therefore, the director will work with the graduate assistant to ensure that his or her experience in The Writing Center serves the graduate assistant’s professional and academic development in productive and meaningful ways.

Qualifications

Required:
- strong writing skills and extensive experience writing at the college level,
- strong interpersonal communications skills,
- strong organizational skills,
- experience with research and research writing, and
- experience using technology.

Desired:
- tutoring and/or teaching experience,
- knowledge of composition/writing theory
- knowledge of learning theory,
- familiarity with Web site design and maintenance
- experience working with special student populations, including students with learning disorders, second-language users,
- experience with Microsoft Excel and Access, as well as Cal U’s SIS software.

Duties and Responsibilities

Graduate assistants assigned to The Writing Center will divide their time between consulting and administrative duties.

As consultants, GAs will:
- conduct one-to-one conferences with student writers from a variety of courses in order to assist them in improving their writing skills,
- instruct clients in the use of writing resources available in The Writing Center,
- greet students and describe the services offered,
- schedule client appointments,
- assist clients in completing required paperwork,
- complete required reports for each conference session,
- assist in maintaining client records,
- assist in the promotion of The Writing Center by conducting orientations and distributing literature;
- attend staff meetings,
- maintain the physical space of The Writing Center, and
- complete other duties as assigned by the director of The Writing Center.
As administrative assistants to The Writing Center director, GAs will:

- assist in hiring undergraduate Writing Center staff,
- mentor undergraduate staff,
- participate in the evaluation of staff members,
- serve as a liaison between staff members and the director,
- attend and frequently lead staff meetings,
- assist in staff scheduling,
- assist in staff training,
- maintain operations records,
- assist in operations evaluation and assessment, and
- complete other duties as assigned by the director of The Writing Center.