Center for Excellence in Writing & Communication Call for Applications: Graduate Writing Consultant (Academic Year 2023-2024)

The Center for Excellence in Writing and Communication (the Writing Center) is currently accepting applications for graduate student positions as Graduate Writing Consultants. We will begin reviewing applications on Monday, May 15, aiming to complete interviews by the end of May.

These positions are staffed on a yearly basis to support and provide feedback to fellow graduate students. Generally, Consultants are appointed to 50% Graduate Student Researcher (GSR) positions (Stage VI) that cover tuition and fees with a stipend generally comparable to a 50% TAship. While it is ideal for Graduate Writing Consultants to work at least the full academic year (fall through spring/summer) when hired, we understand that graduate students receive a number of competitive opportunities and will keep a ‘shortlist’ of approved applicants in case positions open up on short notice. Currently, the CEWC has openings for at least one Graduate Writing Consultant over the summer and two from fall through spring quarter.

Duties for the position include:
- Providing approximately 14 hours per week of one-on-one writing tutorials with graduate students
- Coordinating and running 2 hours of graduate writing groups per week
- At set points in the quarter, GWCs’ remaining hours are committed to helping run Dissertation/Thesis Bootcamps and Graduate Writing Retreats, intended to be spaces where graduates produce substantive work on their long-term, culminating projects. The CEWC plans to host roughly 3 bootcamps per quarter and one graduate writing retreat per quarter

Preferred qualifications for this position include:
- At least one year of prior teaching or tutoring experience
- Excellent communication skills
- The ability to work collaboratively

Candidates must be in good academic standing. The Center serves writers with diverse cultural, academic, and linguistic backgrounds, and we are always seeking candidates with experience in one or more of the following areas:
- Science, technical, business, and/or legal writing
- Grant writing
- Multilingual writing
- Multimedia/multimodal composing and/or online writing instruction
- Supporting students from underrepresented and minority groups, adult learners, and/or students with disabilities
The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer
advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.

Application Materials:

Applications consist of:
• A 1-2 page cover letter describing your relevant qualifications and experience, along with an explanation of how you see the position fitting into your professional development and plans
• CV (including contact information for at least 2 references)
• Writing sample
  o This writing sample should be a full-length piece that represents your polished academic writing; examples could include thesis/dissertation chapters, graduate seminar papers, journal manuscripts, etc.

Questions and applications should be addressed to the Center’s Associate Director, Dr. Evin Groundwater, and submitted to e.groundwater@uci.edu. Upon the application’s submission, you will receive a confirmation email and details about the next steps in the application process, including an interview with CEWC administrative staff.