

Writing Commons

Graduate Writing Consultant Application



www.kent.edu/writingcommons, writing@kent.edu, (330)672-1787

Graduate Writing Consultant Tutor Job Description

Graduate Writing Consultants meet regularly throughout the semester with individual graduate student writers working on long-term projects, such as theses, dissertations, and research writing for publication or presentations. When the Graduate Consultant does not have a graduate student writer scheduled, they work with the general population served by the Writing Commons. Graduate Writing Consultants conduct in-person and online writing consultations with individual writers, and also work with small groups, may conduct class tours and class presentations. Graduate Consultants must participate in all scheduled professional development activities in the Writing Commons: weekly development meetings, in-service meetings. They are responsible for helping to mentor junior consultants, they may work on committees, assist in research projects, and participate in continuous professional development activities. Other duties as assigned.

Consultant Qualifications

Demonstrated teaching, tutoring or writing center training, coursework, and/or experience required. Must be current Kent State students. Minimum 3.5 GPA preferred. All disciplines welcome. To become consultants, graduate students must be successful, productive writers with strong interpersonal skills, and training or experience teaching or tutoring. Ability to reflect on writing processes, and to communicate about writing processes with diverse audiences is required. Consultants must be excellent listeners, exhibiting patience, persistence, and flexibility. Ability to work independently and unsupervised is required. Consultants must demonstrate teamwork, professionalism, project management, and leadership skills to succeed in our highly collaborative work environment. Critical thinking skills are required. Demonstrated knowledge and ability to apply theoretical concepts of teaching and tutoring are required. As a student employment position, this job requires at least half-time registration.

To be considered for a consultant position, fill out the application below and email it to Jeanne R. Smith, Writing Commons Director (jrsmith3@kent.edu). Incomplete applications will not be considered. To be considered complete, applications must contain all of the following materials:

- Completed Application form.
- Resume.
- Teaching / Tutoring Philosophy.
- Recommendation from Graduate Faculty in your program.
- Sample of your graduate-level academic writing.

COVER SHEET: WRITING TUTOR APPLICATION

- Fill in this Cover Sheet.
- Email your completed application in DOC, DOX or PDF format to the Director of the Writing Commons, Jeanne R. Smith, at JRSmith3@kent.edu.
- If you prefer not to email your materials, you may print and mail your completed application to Jeanne R. Smith Department of English, 113 Satterfield Hall, Kent State University, Kent OH, 44242.
- Please ensure that your academic writing sample is free of grades or professors' responses, and that it uses source material according to a standard documentation format.
- Recommendations and optional letters should be sent to Jeanne R. Smith (JRSmith3@kent.edu); or to Jeanne R. Smith Department of English, 113 Satterfield Hall, Kent State University, Kent OH, 44242.
- **Applications are not complete unless your writing sample, resume, tutoring philosophy, and recommendation(s) are received in addition to this cover sheet and completed application form. Incomplete applications will not be considered.**

For more information about becoming a tutor, please see our website: www.kent.edu/writingcommons

Name: _____ Banner ID: _____

Current Phone: _____ Current email address: _____

Permanent Address: _____
Be sure to include city, state & zip

Local Address: _____

Your **Current** Class Standing (circle one): Freshman / Sophomore / Junior / Senior / Graduate Student

Your Major(s): _____ Your Minor(s): _____

Current GPA: _____ (At least a 3.0 cumulative GPA is preferred).

Please indicate your agreement with the following statements by signing below:

- I understand that if hired to be a Tutor, I am obligated to attend a staff meetings as part of my job.
- I give the Writing Commons permission to verify my GPA, class standing, and any other information provided on this application.

Signature _____

Date _____

Graduate Consultant Application

Name: _____

Email: _____ Banner ID: _____

Emergency Contact: _____

How did you learn of this tutor position? _____

Do you have College Work Study? _____ **CWS is not required for this position.**

If so, for how much \$ _____

Current GPA. Current Graduate Faculty Advisor _____

Classes you have taken in your program that focus on writing, and what writing you did for the courses: research projects, presentations, proposals, articles, thesis or dissertation work, etc.:

What documentation formats have you used in your writing? (circle all that apply):

MLA APA CBE Chicago Other _____

What computer applications do you use? (circle all that apply)

E-mail | Word | PowerPoint | Qualtrics | Excel | KSU Google Drive | Canvas | Publisher | Drupal

Others? _____

How many semesters do you project you have left before completing your program? _____

Do you plan to work at another job or internship while working in the Writing Commons? **Yes** **No**

If yes, about how many hours per week will you work at your other job or internship? _____

Considering all your work, school, and personal commitments, what range of hours per week would you be able to work for the Writing Commons? (You are required to work at least 5 hours per week your first semester.) _____

List your most previous employer: _____

List the dates of this employment: _____

If you are no longer employed at this employer, please explain why you left.

Please provide the name/phone number of a person who supervised you at your previous employer.

Have you ever been convicted of a felony or misdemeanor other than for traffic violations? (Circle one.) **Yes / No**

If yes, please explain. _____

How often do you seek feedback for your writing? At what stage of your work process do you usually seek feedback?

What kinds of feedback do you typically request from readers on your own academic writing?

From whom do you seek feedback most often on your own academic writing?

Please describe any previous teaching, tutoring, or other instructional experience:

Personal Statement

Please explain what you consider to be your current **philosophy of how writers learn** to be productive and successful in academia, including a discussion of any pedagogical **theorists who influence you and why** you find them influential.

Graduate Faculty Recommendations

Two recommendations from graduate faculty in your program are required.

These faculty members should be familiar with your writing and with any teaching or tutoring work you have done. Record the names, contact information, and the date you requested your letters in the spaces below. Include this contact information with your application.

Letters should state how recommenders know you, for how long, and in what capacity. They should focus on your ability to work with a diverse set of peers, your communication and listening skills, your reliability, the quality of your scholarship and academic writing, your capacity to provide and utilize constructive feedback, and their overall reasons for recommending you to work as a Graduate Writing Consultant.

Recommender Information 1.

Recommender Name: _____ Recommender Email: _____

Recommender Title: _____

Recommender Phone Number _____

Date you requested the recommendation: _____

Recommender Information 2.

Recommender Name: _____ Recommender Email: _____

Recommender Title: _____

Recommender Phone Number _____

Date you requested the recommendation: _____

<p>Please ask your recommenders send their letters to Writing Commons Director Jeanne R. Smith, Department of English, 113 Satterfield Hall, Kent State University, Kent, OH 44242. They may also email the letters to JRSmith3@kent.edu. Thank you!</p>
