

WL W17 Peer Writing Consultant

Job Type	Number of Openings
UBC Vancouver Work Learn Program	16

Desired Skills

Strong writing, editing, and communication ...

Excellent research, writing and communicati...

Outstanding time management skills Problem-solving

Teaching/mentoring Peer Mentoring

Job Description

Consultants with the Centre for Writing and Scholarly Communication (CWSC) have the opportunity to serve the UBC student body in a number of ways. Writing Consultants primarily work with students, one-on-one or in small groups, to provide support specific to writing and academic communication; however, the role can also include developing and leading workshops, providing embedded support within a classroom, working with UBC Library & Chapman Learning Commons team to develop online modules and resources, and promoting the service to students and faculty members alike. For successful graduate student applicants, the role may also include leading panels on thesis and dissertation writing and assisting at Thesis Boot Camp and other special events.

The CWSC serves students from all disciplines and programs, and is a welcoming and inclusive space in which students can ask questions and share their work on their journeys to becoming stronger writers.

A good writing consultant is flexible, curious, and comes into each interaction without preconceived notions about a student or their learning and writing process. They understand and value the role of

Important Dates

Posted On:
Aug 01, 2017

Applications Accepted Until:
Aug 13, 2017

Applying for jobs: Make sure you follow the application instructions closely. To upload your resume and any other requested documents click on "Documents" and "add new". You can upload multiple resumes targeting specific jobs.

writing as both a form of communication and a learning tool, and are open to the forms it takes across campus. They desire collaboration with peers and students and are actively looking for ways to grow.

Duties and responsibilities:

The primary responsibility of a writing consultant is to support students through one-on-one interactions or interactions within a small cohort group. This consists of tasks such as helping students set goals for individual sessions and their writing overall, consulting with students about getting started on projects, teaching process-related strategies, offering revision-focused feedback on drafts, brainstorming with students, and teaching students to proofread their own work. This is not an editing or revision service, but rather a place where students can work with a peer to become stronger, independent writers. Depending on demand, workshop and in-class activity delivery may be a core responsibility.

In addition to consultations, the job includes:

- Completing reports at the end of a session according to CWSC session report guidelines
- Attending pre-service Coordinated Training and CWSC training
- Attending regular consultant meetings and professional development sessions
- Working with other consultants, one-on-one or in the team, to provide support and feedback through session observations and best practises sharing
- Staffing information booths at campus events
- Visiting classrooms to promote the service
- Staying up-to-date on student services on campus, and referring students to other services as needed
- Collecting usage statistics to document interactions
- Offering paper reviews online through WriteAway (as needed)

Supervision:

Writing consultants will work with students under minimal supervision but after extensive training. Supervision will be given in the following forms:

- Bi-weekly all-staff meetings
- Observations and session report reviews
- Regular contact and resource sharing through online platform
- Written evaluations for those working with WriteAway
- Performance reviews at the end of each semester

Complexity of task:

- Writing consulting requires a great deal of flexibility and problem solving on the go
- Consultants need to be able to quickly find information to share with students as required
- Some conversations in sessions may be challenging due to the nature of a paper topic, and consultants will need to be able to offer non-judgmental support students as they wrestle with complex and challenging ideas
- Other tasks required, such as developing materials, will be similar in complexity to preparing papers or presentations for coursework

Goals of the unit:

- The CWSC supports students' growth as writers through working one-on-one with students to help them set/refine and achieve their writing goals
- The CWSC is available to undergraduate and graduate students from all departments and programs
- The CWSC supports and develops writing initiatives across campus
- The consultant role is an integral part of all of our work, and consultants have the opportunity to shape new projects and directions for our services
- Data that the consultants collect will help us learn more about who we serve, their needs, and how to better meet them

Qualifications

- Currently enrolled UBC student with writing experience and a willingness to learn (Note: we encourage students from all disciplines and programs to apply)
- Eligible for UBC's Work Learn Program
- Availability to attend all required training sessions (to be held at the end of August and in the first week of September), and meetings (throughout both semesters)
- Reliable, with strong organizational and problem-solving skills
- Interested in helping other students achieve their goals and providing the support necessary for them to do so
- The ability to communicate compassionately and patiently; able to work under potentially stressful situations and remain calm
- The ability to work under minimal supervision when necessary
- Previous consulting or teaching experience a strong asset

Faculty/VP

VP Academic & Provost

UBC Department

The Centre for Writing and Scholarly Communication (UBC Library)

University Diversity Statement

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

Student Learning Components (UBC Vancouver Work Study/Work Learn program)

- Writing consultants will complete Coordinated Training with the other support services that operate out of Chapman Learning Commons, including a Saturday session in September
- Writing consultants will receive in-depth training that focuses on supporting student writing
- Ongoing training and professional development sessions will be available, as will opportunities to attend external professional development programs
- Writing consultants will create a portfolio that demonstrates their practical and theoretical learning throughout the academic year

Feedback/on-going support/reflection:

- Writing consultants are part of a strong peer team that consistently shares best practices and provides feedback
- Writing consultants will be given time to work on their portfolios, which will be shared with their team
- Writing consultants will receive performance reviews at the end of each semester or as needed
- Writing consultants will be supported as they develop any materials needed

Mentorship opportunities:

- More experienced consultants will have the opportunity to mentor consultants with less experience

Personal and professional development/workplace skills:

- Writing consultants will learn how to work both independently and in collaboration with others
- Consultants will practice coaching, teaching, and supporting others
- Consultants will learn how to work with a variety of different people in vastly different situations
- Consultants will keep clear and consistent records
- Consultants will develop strong problem-solving and strategic skills

Complementing classroom learning:

- Consultants will strengthen their own writing and research skills as they teach others to do the same
- Consultants will practice critical thinking and problem-solving during every shift
- Consultants will improve their own writing as a result of offering writing support to others

Networking:

- Consultants will meet and collaborate with consultants and coaches from other programs
- Consultants will have the opportunity to work in different locations and interact with students from a variety of faculties, as well as support services leaders/coordinators from around campus
- Consultants will create connections with other services on campus through referrals and training sessions

Hours Per Week

10

Salary / Wage

20.6

Preferred Degrees/Disciplines

Applied Science/Engineering, Science/Environment/Agriculture, Health Sciences, Library, Archival & Information Studies, Arts/Social Sciences, Business Administration/Commerce/Management, Education/Teaching, Human Kinetics/Kinesiology

Additional Documents (preferred)

Cover Letter, Unofficial Transcript, Writing Sample, Class Schedule

Anticipated Start Date

September 1, 2017

Experience Level

Current Students in an Undergraduate Program, Current Students in a Masters Program, Current Students in a Phd Program

Similar Jobs



WL W17 Administrative Assistant

Beaty Biodiversity Museum
UBC Vancouver Work Learn Program

WL W17 Incoming Project Assistant

Go Global: International Learning Programs
UBC Vancouver Work Learn Program

WL W17 Green Office Program Assistant

Campus & Community Planning
UBC Vancouver Work Learn Program

