The Writing Associates Program  
*Speaking Associates Coordinator Application: Spring 2016*

### Personal Information

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<td>Major (or prospective major):</td>
<td>Honors? Y / N</td>
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### References

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### Previous Campus Jobs

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<th>Job Title</th>
<th>Years of Participation</th>
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### Anticipated Campus Jobs and Activities Next Semester

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<th>Job/Activity Title</th>
<th>Years of Participation</th>
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To apply for this position please read the attached job description and complete the following:

1. **Reference:** Please list two WAs as peer references (please notify these WAs that you are listing them as references so they are prepared if we contact them). When asked, references should be able to discuss your organizational and communication skills as well as your personal qualities as reflected in collaborative work with peers.

2. **Application letter:** Please write two-three pages (double-spaced) on the following prompt: What are some of the challenges students face in presentations? How would you empower SPAs to work with these students?

3. **Interview:** Once we have all applications, we will e-mail to set up an interview. It is possible that there will be two interviews, one with the director and assistant director and one with the current coordinators.

**Completed applications are due to Tahmid Rahman (trahman1) by noon on Monday, April 11.**
Position Description

WA Coordinators are the student leaders of the WA Program. They have the opportunity to develop communication and leadership skills, pursue individual projects related to their personal interests, and collaborate on group projects with the WA Program Director, Assistant Director and other members of the leadership team. In addition to having area-specific responsibilities, they help oversee Writing Center operation, make WA Program policy decisions, and develop WA training resources. The Speaking Associates Coordinator is a WA who organizes the SPA program. Speaking Associates seek to empower students to express their research and arguments persuasively in formal settings inside and outside their respective disciplines. SPAs supplement the efforts of professors to socialize students to be active participants in their disciplines by working through the medium of oral communication. SPAs conference with students on all types of presentations and at all stages of the process—from practicing final presentations, preparing and organizing a presentation, to leading seminar discussions. SPAs help students to assess their audience and to strategize how to allocate content between speech, visual aids, and handouts. They also provide a space for students to surmount personal habits and anxieties they routinely face as public speakers.

Goals:

By coordinating the SPA Program, this student will learn to:

● Design and build on existing curricula that will prepare WAs to work with presentations.
● Facilitate interactive workshops based on the needs of the SPAs.
● Mentor SPAs through observing their conferences, responding to reflections, and discussing SPAs’ practices with them.
● Assess the SPA program and make changes in consultation with the Program Director, Assistant Director, and other student coordinators.
● Work collaboratively with the leadership team to consider the needs of the WA and SPA Programs.

As a student coordinator for the WA Program, this student will learn to:

● Apply the pedagogy learned in English 1C and through WAing experience to support the growth of writers on campus.
● Collaborate with the leadership team to assess the needs of writers at Swarthmore and help organize events to address those needs.
● Mentor WAs in training through observations, written and oral feedback, and classroom visits in the fall semester.
● Assist WAs working in the Writing Center in developing an effective reflective practice, refining their WAing approaches, and engaging with others about these issues.
The Writing Associates Program

Speaking Associates Coordinator Application: Spring 2016

- Support and participate in an on-going program through working on hiring processes, shaping and refining objectives, managing its constituent parts, and collaborating with others on special projects.

Responsibilities:

During the semester, the SPA Coordinator must:

SPA Program
- Lead training workshops with Program Director.
- Observe conferences and provide feedback to SPAs and SPAits.
- Handle the scheduling of training workshops and SPA conferences outside the writing center.
- Conduct meetings and on-going training with all SPAs in consultation with program director.
- Consult with the program director about the long-term direction of the program.
- Meet with Program Director once per week to discuss goals and expectations.
- Contribute to awareness of presentations on campus.
- Assess the ongoing success of the program and produce an end-of-semester report.

General
- Work as receptionist in the Writing Center one night each week from 6:30-11:30 p.m.
- Help to select new WAs, coordinators, intern, and receptionists for the year to come.
- Act as a WAIT mentor during the fall semester.
- Help Program Director, Assistant Director and other Coordinators with semester projects.
- Work as a Course WA with a reduced load.
- Help to plan and run the start-up session each semester.
- Meet once a week with WA Program Director, Assistant Director, and other Coordinators to report on progress of current projects and brainstorm new initiatives.
- Respond to emails and voicemails within one day.
- Help fill Writing Center shifts that need extra staffing (such as during finals week).

Coordinators are expected to attend training beginning August 21, 2016. They will receive a semester stipend of $1320 for their work outside of serving as receptionist in the Writing Center. The stipend will be distributed in three payments over the course of the semester and time as receptionist is paid at an hourly rate.