**Personal Information**

|  |  |
| --- | --- |
| Name:  | Class: |
| Major (or prospective major): | Honors? Y / N |
| Email Address: | Cell Phone: |

**References**

|  |  |  |
| --- | --- | --- |
| Name | Email Address | Cell Phone |
| 1. |  |  |
| 2. |  |  |

**Previous Campus Jobs**

|  |  |  |
| --- | --- | --- |
| Employer | Job Title | Years of Participation |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**Anticipated Campus Jobs and Activities Next Semester**

|  |  |  |
| --- | --- | --- |
| Organization | Job/Activity Title | Years of Participation |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

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:** In one to two pages (double spaced), please describe how the role of a WAM is different from the role of a Course or Writing Center WA. Include ideas that you have to further develop the WAM program and tell us of any background you have that may have prepared you for this position.
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 one with the current coordinators.

**Completed applications are due by midnight on Monday, February 17, 2014 to Julia Carleton at jcarlet1@swarthmore.edu.**

 **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, Associate Director, and Intern. In addition to having area-specific responsibilities, they help oversee Writing Center operation, make WA Program policy decisions, and develop WA training resources. The WAM Coordinator is a WA who organizes the WAM program. The WAM Program pairs Writing Associates with students in semester-long, one-on-one relationships focused on the writing process. WAMs can help support students with senior theses, writing in a specific discipline, challenges in revision, or other issues related to process. All WAM relationships, however, further the Writing Program’s desire to meet the needs of a diverse community of learners and writers, focusing on all stages of the writing process and on writing concepts such as structure, argument, and clarity.

**Goals:**

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

* Engage in conversations with a diverse community of learners on their writing process, struggles in writing, and eventual goals.
* Develop an ethical process for conducting “needs assessments” on students and then matching them with an appropriate WAM.
* Mentor WAMs by helping them craft their semester-long plans for partnerships, observing conferences, responding to written reflections, and meeting to discuss their processes.
* Create and facilitate workshops to develop the skills of the WAMs.
* Craft objectives for the WAM Program and strategies for achieving them that are based off of pedagogy learned in English 1C and past Course WA, Writing Center, and WAM experiences.
* Assess an on-going program and make necessary changes in consultation with the Program Director, Associate Director, Intern, and other coordinators.

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

* Work collaboratively with the leadership team to consider the needs of the WA Program.
* 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.
* 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 WAM Coordinator must:

WAM Program

* Respond to WAM e-mail requests within one day.
* Pair a WAMee with the most appropriate available WAM within one week of request.
* Maintain on-going contact with each WAM to track progress, troubleshoot problems, offer moral support, and provide resources to help with particular writing issues.
* Follow-up with WAMees mid-semester on their WAM partnership.
* Solicit WAM and WAMee feedback and suggestions for the WAM program.
* Conduct at least one workshop for the WAMs on a relevant topic.
* Work with Writing Program Director and/or Associate Director to publicize the WAM program to students and faculty on campus.
* Meet once a week with WA Program Director, Associate Director, Intern, and other coordinators to report on progress of current projects and brainstorm new initiatives.
* Meet with Program Director and/or Associate Director once per week to discuss goals and expectations.
* 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 6:45-11:30 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, Associate Director, Intern, and other coordinators with semester projects.
* Work as a Course WA with a reduced load.
* Help to plan and run the in-service at the start-up session each semester.
* Help fill Writing Center shifts that need extra staffing (such as during finals week).

**Compensation:**

All coordinators receive a stipend of $1200 for their work outside of serving as a receptionist in the Writing Center. This time is paid at an hourly rate.