

Writing Associate Fellow Job Description

Responsibilities:

By participating in the WA Program students will need to:

Gateway Course: *During their first semester, WAs will receive a full course credit in lieu of a stipend. The credit satisfies a Humanities credit if taken as Engl 1C or Social Sciences credit if taken as Educ 1C.*

- Complete all the requirements of Engl/Educ 001C, which is taught as a seminar during the Fall semester on a CR/NC basis; one section will meet on Monday afternoon and one on Wednesday afternoon. Continuation in the WA Program is dependent upon a student's overall engagement and development throughout Engl/Educ 1C.
- Work 3-4 shifts in the Writing Center over the course of the Fall semester. These Writing Center shifts will be paid on an hourly basis at top pay scale.

Course WAing: After completing English 1C, WAs receive a stipend when assigned to a course. For the 2020-21 academic year it will be \$1200 per semester.

- Work with up to 15 student writers in an assigned course, offering comments on several rounds of papers and conferencing with every student during each round in order to create a revision plan.
- Maintain communication with the Course WA professor about class needs and expectations, providing feedback about different writing assignments and the assessment of these assignments.
- Submit an end-of-semester paper reflecting on the past semester and establishing new goals.
- Understand that Course WA positions will be assigned based on availability. If not enough assignments, we will find alternative work within the WA Program.

Writing Center: WAs will be paid hourly for work in the Writing Center.

- Work a weekly 2.5-hour shift for one semester each year.
- Submit a reflection piece at the conclusion of each shift.
- Submit time sheets.

Other responsibilities:

- Attend a mandatory start-up session once a semester.
- Attend weekly Writing Program meetings.
- Meet with the program director at least once a semester to discuss goals, feedback, and reappointment in the program.
- Respond to e-mail and complete administrative tasks associated with position.