Graduate Assistantship in Writing Center

Job Description
One position available to provide one-on-one tutoring in writing; assist director with supervising and mentoring staff; collect, synthesize and report usage data; develop digital PR materials; participate in creating and conducting workshops.

Semester/Date of Position Fall 2019 and Spring 2020

20 hours each week for entire 16-week semester (possible evenings and weekends but built around class schedule).

Qualifications
Experience in tutoring/teaching writing would be ideal, but the applicant certainly must have superior writing and communication skills, and the ability to work with students from a variety of disciplines and identify student writers' needs; a working knowledge of MS Excel or other spreadsheet programs is helpful. Applicant should be self-motivated and resourceful, with the ability and initiative to assume a mentor and leadership role for undergraduate staff.

Only graduate students enrolled in a Xavier degree seeking graduate program are eligible to work in a Graduate Assistantship position.

Upon hiring, On-Campus Employment Forms are required before employment begins.

Requested Application Materials
Submit a resume, the application, and a one-page essay explaining your qualifications. The application is found on the following webpage:

https://www.xavier.edu/graduateschool/Applying-for-Graduate-Assistantship.cfm

Salary/Tuition Remission
$8.55 hr., and 8-9 tuition remission hours per semester (maximum allowable tuition remission $650 per credit hour)

Contact Information
Please send all application materials and questions regarding the position to:

Rebecca Todd
toddr@xavier.edu

Please send all general questions regarding graduate assistantships to XUgrads@xavier.edu or call 513-745-7902.

All application materials must be received no later than Wednesday, March 20th, 2019.

Thank you for attending Xavier University and for your interest in the graduate assistantship position.