

KSU WRITING CENTER COACH POSITION

Kentucky State University's Writing Center is hiring students to serve as writing coaches. To apply for this position, students must complete the application on the Human Resources website and submit a 2-page, double-spaced academic writing sample and two letters of recommendation from KSU professors (one from an English professor). The letters should reference the student's writing skills, work ethic, social skills, communication skills, and the ability to give and receive constructive feedback. Applicants must also meet the qualifications below.

QUALIFICATIONS:

- Be classified as a junior, senior, or graduate student
- Have a 3.2 GPA or higher
- Have completed two writing classes (e.g., English 101, English 102, JOU 204, JOU 210, etc.) with a grade of B or higher in both classes
- Have exemplary writing and communication skills

RESPONSIBILITIES:

After being trained, writing coaches will provide development, organization, and research assistance to writers on subjects across the curriculum. Coaches will help students meet immediate writing goals, as well as help them improve and develop their skills. These are the specific duties of writing coaches:

- Working with students individually or in groups to help them become skilled writers
- Participating in workshops covering topics, such as the writing process, writing strategies, and citation styles
- Answering questions about writing, research, documentation, and resources
- Visiting classrooms periodically to deliver short Writing Center orientations
- Contributing to the Writing Center's resource library
- Marketing the Writing Center to students and faculty
- Completing small assignments as part of ongoing professional development
- Staffing the reception desk, including answering the phone and responding to email messages
- Other duties as assigned

HOURS AND PAY:

Writing coaches can expect to work between 6 to 20 hours a week. The pay rate is \$14 an hour.