



CALL FOR APPLICANTS

UW's Writing Center Seeks Doctoral-Level Applicants for AY 2024-2025

The University of Wyoming's Writing Center invites applications for a one-year graduate teaching assistant (GTA) position. Depending on funding and performance, the successful applicant may be able to renew this GTA-ship for an additional year(s) of funding. Interested graduate students should contact the Writing Center ASAP. See the guidelines below.

General Position Information

Writing Center Graduate Consultants work 18-20 hours per week, beginning August 2024 and concluding by the end of Spring finals week (May 2025). The Writing Center schedule generally follows the academic calendar; thus, GTAs do not typically have scheduled hours during academic breaks or holidays. Additional information about GTA positions can be found by contacting the Office of Graduate Education (GradEd@uwyo.edu).

General duties for Writing Center GTAs

- Complete specific training in Writing Center theory, pedagogies, and practice, including a supported observation and practice period of 1-2 weeks.
- Conduct approximately 10 hours per week of scheduled consulting time, generally including some weekend and evening hours.
- Conduct approximately 8 hours per week of professional development (class visits, workshop creation and delivery, staff meetings, accountability hours, rebranding, conference proposals etc.).

GTAs will develop their skill in working in one-on-one settings with the following major constituencies:

- First-year students, particularly those in ENGL 1010 and Honors Colloquia.
- International and ESL students.
- Writers of all levels seeking help with job and graduate school applications; digital communication projects; thesis/dissertation projects across disciplines; advanced scientific and/or technical writing; grammar and sentence-level concerns; and integrating research using disciplinary expectations.

GTAs will also:

- Develop, plan, and facilitate workshops (in consultation with Workshop Coordinator).
- Work to increase the Writing Center's outreach efforts.

- 
- Attend staff meetings twice per month, presenting once per semester.
 - Coordinate social media (if needed).
 - Provide assistance to the director as assigned, including creating Google Forms, sending emails, designing posters, coordinating giveaways, and supporting undergrad tutors.

Desired Experience, Knowledge, Skills, and Attitudes

- Effective written communication skills.
- Knowledge of conventions, genres, and research methods particular to the applicant's discipline.
- Experience with academic, professional, technical, science, and/or industry writing conventions, genres, and research methods, ideally beyond the applicant's particular discipline.
- Experience in digital communication and/or document design (Canva, PPT, YouTube etc.)
- Previous or concurrent coursework in composition pedagogies and/or college-level teaching pedagogies.
- Previous experience engaging with a wide range of diverse learners, especially ESL writers/speakers.
- Excellent interpersonal communication skills, especially in one-on-one settings.
- Excellent organizational, and planning skills.
- A positive attitude and an interest in helping others improve as learners and communicators.

Application process

Applicants should email Francesca King (fking2@uwyo.edu), Director of the UW Writing Center, a resume and cover letter which explains their interest in Writing Center work. Please also provide a writing sample.

Review of applications will begin at the end of March 2024.

International/EFL applicants from non-English-speaking countries are encouraged to apply and should send evidence of successful completion of the English Oral Proficiency Exam.

Quote from Rhiannon Jakopak

Previous STEM-field WC GA. Now working as a research scientist.

Thank you so very much for taking a chance on me and letting me learn from the folks at the Writing Center. My time there profoundly shaped my writing, my approach to teaching, and my philosophy on learning and interacting with other people. It was the most radical space I have ever been in, and I benefit each and every day from the time spent there. Thanks so much, and I hope my path crosses with a writing center in the future.