



CALL FOR APPLICANTS

UW's Writing Center Seeks Doctoral-Level Applicants for AY 2025-2026

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 hours per week from August 2025 through the end of Spring finals week (May 2026). The Writing Center schedule aligns with the academic calendar, so GTAs typically do not have scheduled hours during school breaks or holidays. For additional information about GTA positions, search online for the Office of Graduate Education website.

An important aspect of this position is its flexibility. Professional development, which accounts for approximately 50% of the position, is largely dictated by your interests, professional aspirations, and research pursuits. In the past, GTAs have launched journals to practice editorial skills, formed international writing groups to bolster their research in ESL studies, worked with prison populations, led writing-adjacent activities like therapeutic journaling and Canva workshops, run creative writing events, developed online content, contributed to an OER textbook, and even created a graduate learning community exploring the intersection of narrative theory and scientific writing. If you have an idea, I want to hear it. I will always do my best to support any project that interests you!

General Duties for Writing Center GTAs

- Complete training in Writing Center theory, pedagogies, and practice, including a supported observation and practice period of 1-2 weeks;
- Conduct approximately 8-10 hours per week of scheduled consulting time, generally including some morning and evening hours (Writing Center opens at 9am and closes at 7pm);
- Conduct approximately 8-10 hours per week of professional development (in addition to your own projects, this will include class visits, occasional workshop creation and delivery, staff meetings, accountability hours, Center rebranding, optional 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, informally presenting once per semester.
- Coordinate social media (if needed).
- Provide assistance to the director as assigned, including creating Google Forms for events, 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 recent resume and brief cover letter which explains their interest in Writing Center work and outlines specific areas of expertise and professional interests. Please also provide a writing sample.

Don't hesitate to reach out if you have any questions during this process!

Review of applications will begin at the end of March 2025.

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.