About the Writing and Media Center
As a high-volume academic support unit housed within the Dean of Students Office, the Writing and Media Center (WMC) helps students identify and achieve their learning objectives and become stronger, more confident communicators. The WMC offers individualized assistance to undergraduate students, graduate students, staff, faculty, and community members across the disciplines working on any form of written, oral, visual, or electronic (WOVE) communication. The WMC helps students at all stages of the composition process, from brainstorming and organizing ideas to revising and polishing drafts. The WMC does not offer editing or proofreading services. Instead, Communication Consultants help students evaluate and improve the effectiveness of their own work.

Position Description
The WMC is now accepting applications for Communication Consultants for the 2021–2022 academic year. Duties include the following:

- Offering individualized assistance to undergraduate students, graduate students, staff, faculty, and community members across the disciplines working on any form of WOVE communication
- Writing effective session summaries intended for multiple audiences
- Participating in ENGL 490C “Introduction to Writing Center Theory and Practice,” a one-credit course for new Communication Consultants
- Attending 3 mandatory all-staff meetings per semester (Fridays 3:00–4:30; employees excused for classes)
- Attending 2 required pedagogical trainings per semester
- Exhibiting professionalism whenever representing the WMC

Additional duties may include:
- Delivering outreach presentations and workshops to classes and student organizations
- Developing content for workshops
- Consulting at writing retreats
- Participating in orientations and outreach events (like tabling)
- Optional opportunities for professional development and research

All majors are encouraged to apply. Students eligible for College Work-Study are encouraged to apply.
Required Events*
- New Hire event April 30, 2-3pm
- Orientation Training August 19 and August 20, 9am-3pm
- Three required all-staff trainings each semester
- Two pedagogical trainings per semester
- Spring semester orientation

*All required events, except for the New Hire event in April, are paid.

Required Qualifications
- Enrolled in an undergraduate program at Iowa State University and in good academic standing
- Commitment to diversity
- Demonstrated ability to be a positive academic role model
- Confidence in oral and written communication skills
- Excellent interpersonal skills
- Willingness to work with graduate students
- Highly motivated and eager to learn

Preferred Qualifications
- Cumulative GPA of 3.0 or above
- One-on-one tutoring experience
- Experience working with students from diverse backgrounds, including ESL individuals
- Willingness to make a long-term commitment to working at the WMC

Dates of Employment: August 19, 2021 – May 7, 2022

Guaranteed Time Off
- Labor Day
- Fall Break
- Winter Break
- Martin Luther King Jr. Day
- Spring Break

Hours
- Hours are flexible and can be scheduled around classes.
- Hours are available Sunday 2-9pm, Monday - Thursday 9am-9pm, and Friday 9am-2pm
- Undergraduates can work up to 20 hours/week on campus.

Compensation: $10/hour to start; $11/hour after first semester

Application Steps

1. Applicants are required to work with a Communication Consultant at the Writing and Media Center on their application materials before submitting them.
   a. The purpose of the required appointment is for you to understand how our services work and to make sure that your materials demonstrate your most
applicable experience to writing center work. Our consultants will help you maximize your cover letters and resumes, so the hiring team can understand your qualifications as clearly as possible.

b. Appointments can be made online at www.wmc.dso.iastate.edu.

2. Please be prepared to complete the following items:
   a. Application Information
   b. Resume/CV
   c. Cover Letter
   d. Writing Sample

3. Submit Application: https://iastate.qualtrics.com/jfe/form/SV_1yJlFtxkEJo5CvQ

**Deadline: March 31 at 11:59 p.m.**

We will reach out to applicants via email to confirm submission of documents and to schedule any potential interviews.

Interviews will be conducted for selected candidates during early April.

New hires will attend a New Hire event April 30, 1-2pm and start on August 19, 2021.

**Questions?**
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