Writing and Media Center
Communication Consultant

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 and graduate students 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 2020–2021 academic year. Duties will 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 “Introduction to Writing Center Theory and Practice,” a one-credit course for new Communication Consultants
- Attending 3 mandatory all-staff meetings per semester (Fridays 3:10–5:00; employees excused for classes)
- 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
- Conducting research and presenting it at the following conferences:
  - International Writing Centers Association (IWCA)
  - National Conference on Peer Tutoring in Writing (NCPTW)
  - Midwest Writing Centers Association (MWCA)
  - Iowa Writing Centers Consortium (IWCC)
  - Iowa State Conference on Race and Ethnicity (ISCORE)
  - Dean of Students Office Assessment Symposium
All majors are encouraged to apply. Students eligible for College Work-Study are encouraged to apply.

**Required Qualifications**
- Enrolled in an undergraduate program at Iowa State University and in good academic standing
- Experience working collaboratively with diverse populations
- Demonstrated ability to be a positive academic role model
- Excellent oral and written communication skills; self-confidence in these skills
- Excellent interpersonal skills
- Willingness to work with graduate students
- Highly motivated and eager to learn
- Upbeat personality and cheerful disposition

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

**Dates of Employment:** August 24, 2020 – May 7, 2021

**Guaranteed Time Off**
- September 7  Labor Day
- November 22–29  Fall Break
- December 18–January 10  Winter Break
- January 18  Martin Luther King Jr. Day
- March 14–21  Spring Break

**Hours**
- Hours are flexible and can be scheduled around classes.
- Hours are available Sunday through Friday between 9:00 AM and 9:00 PM.
- 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. When making an appointment, please send your session notes to writectr@iastate.edu.

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

**Deadline: February 28 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 March.

New hires will attend a welcome meeting in late April (date TBD) and start on August 24, 2020.

**Questions?**
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