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 primary role of a Graduate Communication Consultant is to engage writers in reflective conversations about their work. Consultants are not expected to provide editing services; rather, we believe the most effective and skilled practice is in asking questions that help writers see their work in new ways that aid in making revisions. The primary responsibility for GCCs is consulting. Consulting sessions begin on the hour or half-hour.

- 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

The WMC has two types of graduate positions available.
- Graduate Communication Consultants will tutor for ~11 hours per week.
- Coordinators will take on extra duties as described at the bottom of this document.

Dates of Employment:
- Assistant Directors and Coordinators
Writing and Media Center Closed:
- 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 variably available Sunday through Friday between 9:00 AM and 9:00 PM.

Commitments
GCCs are required to complete 11 consulting hours each week during the semester. They are also required to attend a Fall orientation, three staff meetings per semester and, during their first semester working for the WMC, complete a one-credit peer tutor training course. This class meets once each week. GCCs are also asked to help with observations for undergraduate Communication Consultants. Research opportunities are also available.

Compensation:
- ½ time assistantship (Fall 2020-Spring 2021)
  - $9414/semester Spring
  - $9414/semester Fall
- ¼ time assistantship (Fall 2020-Spring 2021)
  - $4707/semester Fall
  - $4707/semester Spring

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
   b. Resume/CV
   c. Cover Letter
   d. Writing Sample

**Deadline: February 28 at 11:59 p.m.**

Interviews will be conducted for select candidates during March.

New hires will attend a welcome meeting in late April (date TBD).

**Questions?**
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**Graduate Assistant Director (1/2 assistantship)**

This position is for future writing center professionals. In addition to consulting, you will have administrative duties that include:

- Serving on the administrative team
- Helping oversee the satellite locations (Hixson-Lied and Parks)
- Workshop Coordinator
- Assisting with assessment, including observations, surveys, etc.
- Helping plan orientation, team meetings, etc.

As the Workshop Coordinator, you are responsible for tracking and scheduling all of the workshops that are requested by faculty members and student groups. You are also the primary person conducting workshops and helping to create new workshops. Your other duties are to:

- Maintain a spreadsheet of all requested workshops
- Communicate with requesters to clarify the date, time, location, and goals for the workshop
Select up to two consultants to facilitate each workshop based on who is working during the time that it will take place and block them off on the schedule.

Update the Writing and Media Center calendar to include all of the upcoming workshops and reflect which consultants will be facilitating.

Email consultants to let them know that they have been scheduled for a workshop, give them all the necessary information, and let them know you are available for questions.

Email the requesters once consultants have been scheduled to facilitate their workshop to confirm the date, time, and location and to let them know the names of the facilitators.

Compile a report at the end of each semester that details how many workshops occurred, how many were canceled, where they were located, what time they took place, etc.

**Graduate Assistant Director - Student Affairs (1/2 assistantship)**

This position is for future writing center professionals. In addition to consulting, you will have administrative duties that include:

- Serving on the administrative team
- Helping oversee the satellite locations (Hixson-Lied and Parks)
- Outreach Coordinator
- Assisting with assessment, including observations, surveys, etc.
- Helping plan orientation, team meetings, etc.

As the Outreach Coordinator, you are responsible for creating partnerships with academic and student affairs units on campus. Your other duties include:

- Tracking current campus partnerships
- Identifying new partnerships
- Planning and coordinating for current and new partnerships
- Assessing partnerships
- Recruiting consultants to help you with outreach
- Find, and apply for, funding and grants to support outreach

**Graduate Coordinators**

**Media Coordinator (1/4 assistantship, 2-3 hours per week dedicated to special position)**

The Media Coordinator is responsible for the development, collaboration, and editing of various media-related projects. These include website updates, flyers, social media, informative visuals, and more. The coordinator looks to improve current systems and strategies. For example, collaborating to streamline the media-creation process by developing content strategies, forms,
and other media materials. The Media Coordinator is responsible for organizing and managing a media team to help achieve said goals and outcomes.

**Community Outreach Coordinator (1/4 assistantship, 2-3 hours per week dedicated to special position)**

The Outreach Coordinator works with the administrators on current outreach projects while developing new projects. The current projects include collaborations with Nevada High School and Ames Public Library. The Outreach Coordinator also serves as a liaison between the center and community organizations wishing to partner with the WMC. As such, the Outreach Coordinator typically communicates with these community members and fields any inquiries from the community events.

**Grants Coordinator (1/4 assistantship, 2-3 hours per week dedicated to special position)**

The Grants Coordinator searches for grants and funding related to the WMC. They also assist in the process of writing grant proposals and funding applications. The coordinator is responsible for creating a team to assist them, if necessary, and working with our partners on funding applications.