Writing and Media Center
Communication Consultant
Fall 2022 – Spring 2023

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 Fall 2022 Semester. 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
- Consulting at writing retreats
- Delivering outreach presentations and workshops to classes and student organizations
- Developing content for workshops
- Tabling and outreach for the WMC

Additional compensated duties may include:

- Serving as a member of the Writing and Media Center’s student-led Diversity and Inclusion Committee
- Research in the WMC

Required Onboarding and Training

- Complete mandatory onboarding
- Attend a one-day Orientation (tentatively scheduled for Friday, August 19th, 9:00am-3:00pm)
- Participate in “Introduction to Writing Center Theory and Practice,” a one-credit course for new Communication Consultants
- Attend 3 mandatory all-staff meetings per semester (Fridays 3:00–4:30; employees excused for classes)
- Attend at least two Pedagogy Trainings each semester

All majors are encouraged to apply. Students eligible for College Work-Study are encouraged to apply.

Required Qualifications

- Must be a Sophomore, Junior, or Senior as of Fall 2022
• 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 English Language Learners

Dates of Employment: August 22, 2022 – December 16, 2022 (with renewal in the spring based on satisfactory performance)

Guaranteed Time Off
• September 5 Labor Day
• November 20-25 Fall 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: $11/hour to start; opportunities for two $0.50/hour raises based on participation in four Pedagogy Trainings during a 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: April 1, 2022**

We will reach out to selected applicants via email to schedule interviews.

**Questions?**
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