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 2019-2020 academic year. Duties will include the following:

- Offering individualized assistance to undergraduate and graduate students 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 credited course for new Communication Consultants
- Attending 3 mandatory all-staff meetings per semester (Fridays at 3:10-5:00)
- Exhibiting professionalism whenever representing the WMC

Additional duties may include:

- Delivering outreach presentations to classes and student organizations
- Developing content for workshops
- Executing workshops and 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
- Teaching experience (broadly defined)
- 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
- Mature enough 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 26, 2019 – May 8, 2020

Guaranteed Time Off
- September 2 Labor Day
- November 23-30 Thanksgiving Break
- December 21 – January 13 Winter Break
- January 20 Martin Luther King Day
- March 14-22 Spring Break

Hours
- Hours are scheduled around classes.
- Hours are available Sunday through Friday between 9:00 AM and 8:00 PM.
- Undergraduates can work up to 20 hours/week on campus.

Compensation: $10.00/hour to start

Application Steps
1. Interested applicants are strongly encouraged to attend an Information Session to learn more about the position. Visit www.wmc.dso.iastate.edu for dates and times.

2. Applicants are REQUIRED to work with a Communication Consultant at the Writing and Media Center on their application materials before submitting them.

   Appointments can be made online at www.wmc.dso.iastate.edu. When making an appointment, please opt to send your session notes to wmc1@iastate.edu.

3. Please complete the application at www.wmc.dso.iastate.edu. You will be asked to (1) respond to supplemental questions, (2) provide contact information for an instructor reference, and (3) upload the following materials:
   - Resume
   - Cover letter
   - Academic writing sample under 15 pages, including Works Cited or References
     - Two shorter texts may be combined.
• Texts written for a class are acceptable. Omit instructor’s comments.
  • Optional: Creative or journalistic writing sample under 15 pages, including Works Cited or References

**Deadline: March 8 at 11:59 p.m.**

Interviews will be conducted for select candidates during the months of March and April.

New hires will start on August 26th.

**Questions?**
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