WRITING AND MEDIA CENTER
Graduate 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 Graduate 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 proposing to present 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

Required Qualifications
- Enrolled in a Masters or PhD program at Iowa State University
- Teaching experience
- Excellent oral and written communication skills; excellent interpersonal skills
- Experience working collaboratively with diverse populations
Preferred Qualifications
- Enrolled in a PhD program at Iowa State University
- Extensive teaching experience
- Experience teaching college-level writing
- Experience teaching rhetoric
- Writing center experience
- One-on-one tutoring experience
- Experience working with ESL individuals

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 a faculty reference, and (3) upload the following materials:
   - CV
   - Cover letter
   - Academic writing sample under 25 pages, including Works Cited or References
   - Optional: Creative or journalistic writing sample under 25 pages, including Works Cited or References

Deadline: March 8th at 11:59pm

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

New hires will start on August 26, 2019.

Questions?
Jenna Mertz
Assistant Director, Writing and Media Center
Office: Carver 208
Email: jkmertz@iastate.edu
Phone: (515) 294-7430
Website: www.wmc.dso.iastate.edu