Library Description

In January 2015, UTC opened a new, five-story 180,000 square foot library. The library staff comprises 25 faculty librarians and 18.5 staff members, operates on an annual budget of just over 4 million dollars, and possesses collection holdings of more than 500,000 volumes, over 2,500 active journal subscriptions, 150 databases, and more than 42,000 accessible online journals. The library provides an information commons with 175+ public computers, 38 group study rooms, a media studio, three library instruction classrooms, a writing center, a cafe, and a 24-hour study space. The library delivers a comprehensive range of public services, including outreach, instruction, writing consultations, and research assistance. The Library is well equipped to support the research and scholarship needs of the UTC community.

Department Description

The Writing and Communication Center (WCC) is dedicated to supporting the campus community in the development of writing and communication skills to better serve the Library’s ongoing goal of supporting research and teaching at the University. The WCC currently provides writing and communication support for the UTC community via consultations (in-person and online), workshops, class visits, and instructional support. Staffed by a faculty director, staff specialist, two graduate assistants, and 12–15 student consultants, the WCC is open 56 hours per week, Sunday–Friday. The WCC conducted over 2800 consultations during the 2018–2019 academic year.

Position Description

Reporting to the Director of the Writing and Communication Center, the part-time Writing Consultant provides in-person and online writing consultations with members of the UTC community. Rather than merely editing or proofreading, we work to make consultation sessions as interactive and learning-focused as possible. In most sessions, writers read their texts aloud while consultants listen and follow up with questions for clarification and feedback on focus, thesis, organization, etc. Consultants may also offer assistance with grammar, citation, and formatting. Because we work with students from all disciplines, backgrounds, and levels, the successful candidate will need to be adaptable to a variety of academic genres and learning styles. This position will have a focus on supporting graduate, non-traditional, and distance learners through our online consultations, but will also work to support all writers on this campus through online and in-person appointments. In addition to conducting consultations, this position will be expected to participate in the WCC’s ongoing training, professional development, and community-building activities as appropriate. This position may periodically assist with administrative tasks around the center with regard to training, outreach, and assessment. This position will occasionally act as a backup supervisor to our student employees and assist with opening or closing procedures during evenings/weekends.
This is a temporary, part-time position for the 2019–2020 school year with an expected work schedule of 20 hours per week. The WCC is generally open Sundays 4–8pm, Monday–Thursday 9am–8pm, and Fridays 9am–5pm. This position is critical to facilitating online appointments during evenings and weekends, so candidates must have general availability Sunday–Thursday 4–8pm.

Compensation for the position is $13 per hour

**Required Qualifications**
- Bachelor’s degree
- Demonstrated ability to identify, explain, and apply a wide range of writing principles, including the writing process, idea development, organization, and issues of style and grammar
- Demonstrated ability to write clearly and concisely for a variety of audiences and purposes
- Excellent communication skills including effective writing and speaking skills
- Proven ability to think critically
- Proven ability to have great attention to detail
- Ability to interact with a variety of constituencies, including: students, staff, faculty, colleagues, etc.
- Ability to work as part of a team in a complex, changing environment
- Excellent general computer and technology skills, including ability to conduct basic troubleshooting with users of our online tutoring software
- Ability to work a variable schedule as needed

**Preferred Qualifications**
- Previous experience in a writing center or similar tutoring environment
- Familiarity with composition or writing center pedagogies
- Previous experience with online consultations
- Knowledge of assessing learning needs of multilingual and graduate writers
- Knowledge of graduate level writing expectations and challenges

**Application Procedures**
Interested applicants should prepare a letter of interest, a current resume or curriculum vitae, and the names, addresses, telephone numbers, and email addresses for two references. Please email all materials to Elizabeth-leahy@utc.edu with the subject line “Application for Writing Consultant.”
Review begins Friday, July 26 and will continue until the position is filled.