

University of Tennessee at Chattanooga
UTC Library
Writing Consultant, Part-Time (variable hours, 20-25 hours weekly)

UTC Library

UTC Library operates in a five-story 180,000 square foot space. The Library supports 26 library faculty and 18 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 28,000 accessible online journals. The library provides an information commons with 100+ public computers, 38 group study rooms, a media studio, three library instruction classrooms, a writing center, an archival repository, a cafe, and a 24-hour study space. The Library delivers a comprehensive range of public services and is well equipped to support the research and scholarship needs of the UTC community.

Writing and Communication Center

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 offers writing and communication support for the UTC community via consultations, workshops, class visits, and instructional support. The WCC is currently staffed by a faculty director, faculty coordinator, staff specialist, graduate assistant, and 12-14 student consultants. During the school year, the WCC is open 56 hours across six days a week and offers its services both in-person and online.

Position Description

Reporting to the Director of the WCC, the part-time Writing Consultant will contribute to our operations in the following ways. First, the part-time Writing Consultant will conduct writing consultations (online and in person, synchronously and asynchronously) with graduate and undergraduate students and other members of the UTC community. Rather than merely editing or proofreading, we work to make consultation sessions as learning-focused as possible. In our in-person and synchronous online consultations, writers read their texts aloud while consultants listen and follow up with questions for clarification and feedback on topics like focus, thesis, word choice, and organization. Consultants may also offer assistance with grammar, sentence structure, citation, and formatting. For asynchronous consultations, the consultant will provide written feedback summarizing themes as well as comments and suggestions for revision.

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 while demonstrating a respect for the writer's own experiences and approaches to their writing project(s). In addition to conducting consultations, this position assists with opening and closing procedures and serves as a backup supervisor for our undergraduate peer consultants during the evenings/weekends. This position may periodically assist with administrative tasks around the center with regard to training, outreach, and assessment. In addition to these duties, this position will be expected to participate in the WCC's ongoing training, professional development, and community-building activities as appropriate.

This position is critical to supporting our evening and weekend hours, so the anticipated work schedule during the fall and spring semesters is Sunday–Thursday 4–8pm. Applicants must have availability during these days and times. Beyond the regular semester schedule, there may also be an opportunity to work in between semesters and during the summer on a reduced schedule.

This is a part-time, temporary position for the 24-25 school year, with the potential for continuing beyond this year subject to funding and job performance. Compensation for the position begins at \$15 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, citation practices, 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.

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 college-level writing center or similar tutoring environment.

Familiarity with composition or writing center pedagogies.

Experience conducting online consultations or delivering online courses.

Knowledge of graduate level writing expectations and challenges.

Application Procedure

Interested applicants should provide:

- a letter of interest
- a current resume or curriculum vitae
- Contact information (names, position titles, phone numbers, and email addresses) for two references

Please email all materials to Holly-Berkowitz@utc.edu with the subject line "Application for Part-time Writing Consultant." Review begins Friday, August 2, 2024 and continues until the position is filled.