

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

The UTC Library is currently hiring a part time Writing Consultant to work in the Writing and Communication Center, with a tentative work schedule of Sunday–Thursday 4pm–8pm. Primary duties for this position include conducting writing consultations (in person and online) and supporting our operations during the evenings/weekends. This is a part-time, temporary position for the 26-27 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.

About the WCC and the Position

The Writing and Communication Center (WCC), a unit of the University of Tennessee-Chattanooga Library's Research and Public Services Department, is dedicated to supporting the UTC campus community in the development of writing and communication skills. Toward that end we conduct over 3,000 consultations annually with students across the curriculum and at all levels of the university. Our consultations focus on improving writer confidence and providing actionable feedback to students as they revise their work. We also offer support via workshops and classroom presentations.

The part-time consultant would join a team that consists of a faculty director, faculty coordinator, staff specialist, graduate assistant, 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, and the part-time writing consultant position is mission critical to keeping our operations running smoothly in the evenings and on Sundays. 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).

Position Responsibilities:

Reporting to the Director of the WCC, the part-time Writing Consultant will contribute to our operations by:

- 60%: Conducting writing consultations with undergraduate and graduate students or other UTC community members. We offer three modalities of writing consultations (in-person meetings, online meetings that utilize videoconferencing, and asynchronous written feedback wherein the consultant reviews the writers' materials and prepares comments and a detailed feedback letter).
- 20%: Providing front desk assistance in the WCC, answering patron questions (in person, over email, and via phone) and assisting students with making appointments in our scheduling platform.
- 10%: Serving as evening supervisor including handling closing procedures, and providing mentoring and support for student peer consultants during evening/weekends when other WCC personnel are unavailable

- 10%: Other duties as needed, including assisting with administrative tasks, contributing to outreach efforts, and participating in the WCC's ongoing training and professional development activities as appropriate.

Work Schedule:

- During the semester the work schedule will include Sunday-Thursday 4pm-8pm, with some additional hours possible.
- Beyond the regular semester schedule, there may also be an opportunity to work in between semesters and during the summer on a reduced schedule.

Knowledge, Skills, and Abilities:

- 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.
- 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 report to work onsite during the Sunday-Thursday 4pm-8pm hours during the regular semester.

Work Location:

- University of Tennessee-Chattanooga Library
- This is an on-site position

Required Qualifications

- Bachelor's degree

Preferred Qualifications

- Previous experience in a college-level writing center or similar tutoring environment.
- Experience conducting online consultations or delivering online content.
- Knowledge of graduate level writing expectations and challenges or experience writing an undergraduate thesis or other long form academic writing project.

Application Procedure

Interested applicants should provide:

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

Please upload your materials via our **Handshake job application** or email them to elizabeth-leahy@utc.edu. Review begins **Friday, July 31st** and continues until the position is filled.