

## Applying for Work in the Writers' Center

*The Writers' Center offers free, thoughtful, one-on-one response to writers from across the university community.*

### *Qualifications for Work at the Writers' Center*

The philosophical approach from which the Writers' Center operates is based in composition and rhetorical research and theory, and is tailored to the particular needs of the EWU population. New Responders, therefore, are mentored thoroughly in a process that involves extensive reading and apprenticeship before they begin to work with writers. Because the training process is rigorous, the qualifications for employment focus on those attributes that have been found to be requisite for success in the center but cannot be easily taught. Applicants should consider themselves qualified if they are demonstrably compassionate, patient, and intellectually curious.

The center's role in the university is to complement the other settings in which people write, and as a result, the philosophy is crafted for this specific venue. Because of this, the EWU Writers' Center may be very different from other facilities with similar titles at other institutions. Since applicants and writers have expressed that the approach taken at the Writers' Center is different from their expectations (generally in a positive way), an applicant's first step in pursuing work in the center should be to visit it as a writer.

### *Who Works in the Writers' Center?*

While the personal characteristics listed above are the only absolute requirements for a Responder position, the Writers' Center is fortunate to have many qualified applicants, so we have hired compassionate, patient, intellectually curious people who are also highly educated. Currently, all Writers' Center Responders have or are working on graduate degrees. Occasionally a remarkably gifted undergraduate will become a Responder, but historically, these students have comprised only 10% of the Responder population. Responders have degrees in a wide array of fields, including History, Biology, Public Administration, Social Work, Creative Writing, Rhetoric and Composition, and Physical Education.

### *Timetable for Hiring*

A stable staff of Responders is the best way to insure quality attention for the writers who use the center. Therefore, individuals working at the center are encouraged to return year after year. Some Responders have worked at the center for most of a decade. As a result, only two or three positions open up each year. When possible, these positions are filled each spring for the following fall. Occasionally, additional funding or grant-based opportunities arise, so we keep applications on file.

### *Equal Opportunity in Hiring*

In accordance with Eastern Washington University policy, the EWU Writers' Center does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran.

## Description of Work

Writers' Center Responders work one-on-one and in small and large groups with students, staff, and faculty writers from the Eastern community. Historically and currently, most Responders have completed graduate coursework, are enrolled in graduate coursework, or have finished their graduate degrees.

A Responder's work includes, but is not limited to, the following assigned duties:

- Engage in initial mentoring and ongoing professional development, which includes attending formal weekly meetings, engaging in informal Responder-room discussions, reading books and articles on writing center theory and practice, collaborating with colleagues from other writing centers, and presenting at writing center conferences.
- Offer thoughtful, face-to-face and synchronous video-chat feedback to on-campus and distance-learning writers and their writing, presentations, and digital and multimedia projects.
- Develop and facilitate small- and large-group workshops for academic and professional programs.
- Conduct Writers' Center orientation sessions and model individual and small-group response sessions for undergraduate and graduate classes.
- Liaise with faculty regarding student writing, new or revised workshops, and policies and procedures.
- Gather and update records for assessment, marketing, and budgetary purposes.
- Collaborate with staff from offices such as the Disability Support Services, Counseling and Psychological Services, Multimedia Commons, and PLUS (tutoring).
- Research and write grant applications and other external funding requests.
- Represent the Writers' Center at EWU, Cheney, and Spokane community events.
- Design and conduct focus groups.
- Design marketing materials to promote the Writers' Center.
- Proctor exams.
- Staff the front desk when not in a response session and when no work-study student is available.

*If you are interested in work in the center, please fill out the following application.*

Please attach word-processed responses to the following queries. Up to 500 words max for each question.

1. What do you know about the EWU Writers' Center?
2. Why do you want to work at the Writers' Center?
3. Relate an incident that illustrates that you are one of the following: compassionate, patient, or curious.
4. Writers' Center staff respond to a variety of rhetorical situations. Can you describe your skills in the areas of quantitative analysis, visual design, oral presentation, and/or digital and multimedia work?

In addition, please include a short sample of your writing (one or two pages). Feel free to include any type of writing.

Applications will be screened as openings arise. The Writers' Center director will rank the applications on the following criteria:

1. Evidence of qualifying characteristics (as expressed in responses to #3 and #4, above)
2. Consonance of applicant's motivation and center values
3. Evidence of attempts to become informed about EWU's Writers' Center.

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