

## OPEN POSITIONS for UCLA Graduate Students

### \*Graduate Writing Center Writing Consultants\*

The UCLA Graduate Writing Center (GWC) is currently planning to hire several writing consultants to begin in fall quarter 2011. We are hiring qualified people from all fields (see qualifications below). We are particularly interested in people with ESL certification, people with experience teaching writing or writing-intensive courses, and people with publication and grant-writing experience. We prefer to hire graduate students who have at least two years left in their academic programs and can commit to working for two years. We are willing to consider people who can commit to only one year if they have ESL certification or extensive experience teaching writing. We will not consider applications from incoming graduate students unless they have done at least one year of graduate-level course work elsewhere.

### \*Position Description\*

4-10 hours/week providing one-on-one writing assistance to graduate students and developing and leading writing workshops and programs.

### \*Qualifications\*

Applicants should have experience in one or more of the following areas: teaching composition or being a TA for writing-intensive courses (particularly UCLA Writing I or Writing II courses); teaching ESL courses; being a writing tutor/counselor in a peer mentoring setting; writing grant and fellowship applications successfully; technical writing; academic publishing. Applicants must be available to work regularly scheduled hours.

### \*Interview and Training Schedule\*

Please note the schedule below because applicants must be able to attend ALL of the following:

1) We will be holding interviews on Wednesday, August 24th, 10am-12pm, 5-8pm; Thursday, August 25th, 10am-12pm, 5-8pm; and Friday, August 26th, 1-6pm.

(If you are selected for an interview, you will be notified by no later than Tuesday, August 23rd, so please check email regularly and confirm immediately as some interviews will be scheduled for the next day.)

2) If you are selected for an interview, you must also take a grammar test as part of the job application process. This test will be offered twice— Wednesday, August 24th, 12:15-2:45pm, and Monday, August 29th, 5:30-8:00pm, so you must choose one of those times. (See end of email for topics to review.)

3) If hired, you must be available for paid training: September 12, 13, and 14, 9am – 7pm, each day.

### \*Eligibility\*

Applicants must be registered UCLA graduate students. To be eligible for employment at the GWC, your percentage employment for the academic year must not already be more than 50%. If you have a 50% TA or GSR position, you will have to confirm that your department will support a petition to Graduate Division for you to work above 50%.

If the scheduling or eligibility criteria are not met, we will not be able to consider your application at this time. If you have a minor scheduling conflict, you may apply but must note the scheduling problem in your cover letter/email.

### \*Payment\*

Title: Learning Skills Counselor

\$18.09/hour

(This is not an Academic Apprentice position – does not pay fees.)

APPLICATION DEADLINE: 2pm on Monday, August 22nd, 2011

Please email CV, cover letter, interview availability, and grammar test availability to:

Marilyn Gray [mgray@saonet.ucla.edu](mailto:mgray@saonet.ucla.edu)