

## Writing Consultant Position Description

Starting Pay: \$15.70 per hour

### Primary Tasks

- Assist students through the writing process in one-on-one appointments covering topics such as: brainstorming, outlining, drafting, revision, and editing.
- Take session notes after appointments
- Participate in pre-semester orientation, periodic trainings, and observations
- Complete INT 193 class and work toward College Reading & Learning Association (CRLA) certification
- Work approximately 3-7 hours per week

### Benefits of Working as a Writing Consultant

- Gain leadership and communication skills
- Gain connections and referrals on campus by working with faculty, staff and peers
- Improve personal writing skills
- Pay starts at \$15.70 per hour

### Position Requirements

- 3.0+ Current GPA
- Must include a faculty reference from a SUNY New Paltz instructor who is familiar with your writing.
  - Please forward this [link](#) to the faculty/staff of your choice. They will be asked to fill out a short form on your behalf that will take no longer than 5 minutes. A full letter of recommendation is **not** required.
- Must submit a 1–2-page writing sample from a past writing assignment. Please send to [css@newpaltz.edu](mailto:css@newpaltz.edu).
  - Longer samples may be sent- we will assess the first two pages
  - No poetry
  - Academic writing preferred
- Must have taken two writing intensive courses (any English course or a course with a major writing element).
  - Two writing intensive courses at SUNY New Paltz preferred
  - Transfer courses and AP Credits will be accepted
- Must be available for **in-person** pre-semester training:
  - Saturday, August 23<sup>rd</sup>
  - Sunday, August 24<sup>th</sup>
- Must enroll in **one** section of the Tutor/Consultant Training Course, INT193, throughout the Fall semester.
  - Section I: Tuesday 3:30-4:45
  - Section II: Wednesday 11-12:15
  - \*Please keep the class time open on your schedule. Information on how to enroll will be provided for students once hiring is complete.
- Must be able to hold consistent week-to-week tutoring schedule at the Center for Student Success
- Position is open to ALL majors
- Preferred – Be available for at least two semesters

## **FAQ's**

### **Can I apply for more than one position at the CSS?**

Yes, you can apply for as many positions as you would like, as long as you qualify for each individually. Each position has a separate interview and selection process.

### **Who should I use as my reference?**

You can choose any instructor, faculty or staff from a course that you took that had enough of a writing component that your instructor can comment on your writing ability. If you are a transfer student, you can also use instructors from your previous institution if needed.

### **What is INT 193? How do I enroll? What if I can't make it to this class every week?**

INT 193 is a one-credit class offered each Fall. It covers tutor training, resources, and pedagogy. You can sign up for INT 193 like you would any other class. Since INT 193 is required for our tutor accreditation, students that are not able to take the course cannot be writing consultants or tutors for that year.

### **What will my day-to-day job look like?**

Writing consultants usually work between 3 and 7 hours per week. Each writing consultant is given a 15-minute prep time before their first session of the week to complete paperwork and the rest of the time is student contact time in one-on-one sessions. If there are no students during an appointment time, you are still asked to stay on the clock and help at the CSS. In addition to weekly hours, the INT 193 class, pre-semester orientation and occasional meetings are also a paid part of the position.

### **How does the interview process work?**

Students that are selected for an interview will be emailed using their SUNY New Paltz email address to request an interview. Selected students will then meet with the CSS Coordinator for a one-on-one interview either in person or over Zoom. After interviewing, students selected for positions will be notified by the end of the Spring term or in rare cases over the summer.

### **Is the pre-semester training mandatory?**

Yes, students that are hired should plan on attending training in person. If you're not able to attend, we recommend waiting until next semester to apply. Students with other on-campus positions should make sure that they are able to attend the entire training before applying.

### **I have a question that isn't covered here. Who should I contact?**

Please email us at the CSS using [css@newpaltz.edu](mailto:css@newpaltz.edu).