



Clafin University Writing Center

Peer Consultant Job Description & Application Process

The primary goal of a Peer Writing Consultant is to assist students with their writing projects through one-on-one consultations and workshops. Students come for peer consultation with writing from across the disciplines, not just English classes; therefore, the consultant will be expected to become familiar with different genres of writing, as well as citation styles. This learning will begin during the required Peer Consultation Conference, which will take place before tutoring begins. Training continues throughout the semester during weekly staff development meetings. The training includes reading, writing, and discussion of different types of college writing, tutoring methods and strategies, as well as the variety of different types of student attitudes and personalities a consultant can expect in the Writing Center. All mandatory training will be conducted on the clock. As this is an academic labor position, consultants are expected to maintain a minimum 3.0 GPA.

The Peer Writing Consultant is expected to:

- Assist students with all stages of the writing process, from understanding the assignment to final revisions, during one-on-one consultations.
- Host or co-host workshops and presentations (in the classroom or in the Center) on a variety of different writing subjects that include, but are not limited to, APA/MLA or Chicago style, thesis statements, peer review, etc.
- Participate in writing and digital text projects for the Center including: writing centered blog entries, research for Facebook posts and memes, creation of writing based grammar videos for the Online Resource Center website and Facebook page.
- Follow Center protocols, such as being on time to shifts and workshops and providing exceptional service.
- Be able and willing to work as a team and independently.
- Communicate professionally and effectively with professors, staff, and students.
- Help maintain the cleanliness of the Center by doing assigned cleaning tasks.
- Remain up-to-date on Center policy and procedures.
- Provide assistance to students, professors, staff, and anyone else who might enter the Center.
- Complete other duties as assigned by the Coordinator.

Application Materials

- Attached application
- Résumé
- Unofficial transcript showing most recent GPA
- One letter of reference from a professor who can speak to your strengths in writing, as well as your abilities to work independently and in a team/group
- A writing sample from a writing-intensive course in which a text (course reading or research) is integrated.

Application materials are due by Wednesday, March 25, 2015 at 5:00 p.m. Please send materials as attachments in one email to Candace Kelly, Coordinator of the Writing Center, at cankelly@claflin.edu. The subject line should read: Peer Consultant Application. Selected applicants will be invited for an initial interview, which includes a basic skills assessment, between March 30th and April 3rd.

If you have questions, please contact Candace Kelly at cankelly@claflin.edu, (803) 535-5422, or come by the Writing Center (Grace Thomas Kennedy, 228).