Graduate Writing Consultants
Work Learn Position ($22.67 per hour; 10 hours per week; Sept 1, 2022 – April 21, 2023)
The Centre for Writing and Scholarly Communication (CWSC) provides evidence-based writing consultations, workshops, and resources for UBC Vancouver community members. We welcome those with varying levels of English language proficiency, including multilingual speakers new to academic and professional English at a research university. The CWSC models best practices that support and promote linguistic diversity, expression, and identity in accord with UBC’s decolonizing, anti-racist, and inclusive Pathway to excellence. Thus, we seek Graduate Writing Consultants who reflect UBC’s diversity, particularly those who identify as IBPOC.

The Graduate Writing Consultant role may include participating in workshop panels on thesis writing, co-facilitating writing workshops, and developing writing-focused resources (print and online). We’re particularly interested in hiring doctoral students from across the disciplines to provide feedback to doctoral peers on dissertations, journal articles, grant applications, and more.

The CWSC is a welcoming and inclusive space where students converse with peers, while becoming more accomplished scholarly and professional writers themselves. The ideal candidate is flexible and curious, and comes into each interaction without preconceived notions about students, their English language proficiency, or their writing processes. They value and enjoy collaborating with CWSC colleagues and the students we serve, as they reflect on their own writing practices and those of others.

Duties and Responsibilities:
The primary responsibility of a Writing Consultant is to provide peer support to students (in-person and virtual), on a wide-range of writing: research proposals, essays, abstracts, and more. This is not an editing, proofreading, or grammar-checking service. Rather, Writing Consultants work with peers to help them achieve their writing goals, according to established professional and disciplinary practices and scholarship. The Writing Consultant role includes the following core responsibilities:
• Work 10 hours per week from September 1, 2022 – April 21, 2023
• Attend in-person CWSC training and orientation on September 1 & 2, 2022
• Attend and participate in weekly in-person CWSC staff meetings that focus on evidence-based approaches to writing and their practical applications
• Work with CWSC staff to enhance Writing Consultants’ professional development as writers, learners, and teachers

Supervision:
After extensive training in CWSC pedagogical approaches, Writing Consultants work with minimal supervision in one-on-one interactions with peers. That said, ongoing supervision takes the following forms:
• Weekly staff meetings that feature a round table of shared strategies for negotiating challenging writing consultations; pedagogy talks from self, peers, and professional staff; and engagement with other writing-related topics, according to best practices in writing studies pedagogy
• Performance reviews that encourage self-reflection; specifically, reflecting on how the role impacts Writing Consultants’ own writing practice, graduate studies, and professional development

Complexity of Tasks:
• Writing Consultants require a great deal of flexibility and problem-solving capabilities, while at the same time demonstrating, in interactions with students, the evidence-based and research-focused pedagogical approaches that inform CWSC programming
• Writing Consultants need to know when to make referrals to CWSC professional staff, as required
Writing Consultants need to be able to offer non-judgmental support for student clients as they wrestle with complex and, sometimes, challenging ideas and world views.

Writing Consultants collect data to help the unit learn more about the students we serve, their needs, and how to better meet them.

Other CWSC tasks, such as giving a pedagogy talk at a staff meeting, or joining a peer panel on thesis writing, mirror the complexity of graduate writing, speaking, and research endeavours.

Writing Consultants make an integral contribution to CWSC programming and as such have the opportunity to shape new projects and directions for the unit.

Goals of the Unit:

- The CWSC values student writers as apprentices, and views writing as central to student learning and development, at the university and beyond.
- The CWSC supports and promotes linguistic diversity at UBC.
- The CWSC participates in and promotes UBC’s key strategy of Inclusive Excellence in writing initiatives across campus.
- The CWSC supports UBC’s Indigenous Strategic Plan, the Library Strategic Framework, and the IBPOC Pathway to excellence.

Qualifications:

- Current UBC graduate students (master’s and doctoral) from across the professions and disciplines.
- Eligible for a Work Learn position (students may hold 1 Work Learn position).
- Experience as a writing consultant, TA, or instructor a strong asset.
- Available to work in-person on the Vancouver campus.
- Available to attend all required training and weekly staff meetings.
- Reliable and organized professional; curious and innovative thinker.
- Interested in helping students achieve their writing goals, while providing the necessary support.
- Ability to communicate compassionately, calmly, and patiently.
- Initiative and ability to work independently and in a team environment.

Orientation and Training:

- Writing Consultants receive comprehensive orientation and training based on current best practices in English for academic purposes, rhetorical genre theory, and writing in the disciplines approaches to teaching/mentoring writing.
- Writing Consultants adhere to best practices in writing studies pedagogy, which ensures a clear and cohesive training curriculum, and promotes collaboration with other campus units and faculty experts who share these approaches.
- Writing Consultants receive extensive and on-going training and professional development, with opportunities to attend external professional development programs.
- Writing Consultants contribute to pedagogical training, throughout the academic year, as a way to demonstrate theoretical learning and practical applications of writing studies theory.

Feedback/On-Going Support/Reflection:

- Writing Consultants attend weekly staff meetings to develop, review, and reflect on academic and professional/workplace spoken and written communication—theirs and their peers.
- Writing Consultants form a strong peer team, supervised by CWSC staff, to share best practices and provide collegial feedback.
- CWSC professional staff provide on-going feedback to Writing Consultants that highlights strengths and areas for development.
Writing Consultants participate in performance reviews during the first semester, which focus on self-reflection and professional development, and offer opportunities to re-assess workplace goals and plan the next steps in their professional development.

Writing Consultants participate in on-going professional development designed to support the role of a Writing Consultant at a research institution.

CWSC professional staff support and guide Writing Consultants as they participate in evidence-based writing workshops, give pedagogy talks at staff meetings, and develop website resources.

**Mentorship Opportunities:**
- Writing Consultants work directly and collaboratively with experienced professionals and academics who help guide their present and future academic and professional goals.
- Writing Consultants have the opportunity to mentor CWSC peers and student clients.
- Writing professionals, faculty, and staff model practical strategies, vocabulary, and best practices that support and promote linguistic diversity, expression, and identity.

**Personal and Professional Development/Workplace Skills:**
- Writing Consultants receive professional development in current, relevant pedagogical approaches to teaching writing, which can be included on their professional resume or academic CV.
- Writing Consultants learn to work both independently and in collaboration with others.
- They practice mentoring, teaching, and supporting their CWSC colleagues and other students.
- They learn how to work with a diverse community of students in a variety of contexts.
- Writing Consultants develop strong interpersonal communication (written and spoken) by meeting the unique and diverse needs of each student they support.
- Writing Consultants cultivate effective long-term writing habits by teaching peers about the stages of the writing process and helping them develop effective writing practices.
- Writing Consultants hone their oral presentation skills by delivering a pedagogy talk and participating in panels at writing workshops (in-person and on Zoom).

**Complementing Classroom Learning:**
- Writing Consultants learn and apply writing practices typical of graduate instruction.
- Writing Consultants participate in conversations requiring reasoned/reasonable thinking about an array of writing situations, while providing justifications for their peer-revision feedback.
- Writing Consultants critically reflect on their own writing practices and knowledge-making endeavours, while interacting with others in a teaching/mentoring capacity.
- Writing Consultants learn to approach writing as a complex social activity that is content- and context-specific.
- Writing Consultants engage in innovative thinking and problem-solving to empower them to grapple with their own writing-related challenges, and thus complement and contribute to their own academic and professional success.

**To ensure an interview in June, apply no later than noon (12pm) Thursday May 19.**
**To ensure an interview in July, apply no later than noon (12pm) Thursday June 16.**
Submit the following required application materials to cwsc.info@ubc.ca:
- Cover letter (addressed to Dr. Patty A. Kelly)
- Resume/CV
- Writing Sample (3 – 4 pages; professional/academic writing)
- Course Timetable from the SSC, including registration in the thesis, if applicable
- Teaching hours and office hours, if known and applicable.