

Writing Coach Job Description

The School of Information Sciences seeks two Writing Consultants to work for the iSchool Writing Resources program. This is a graduate hourly position, with an anticipated workload of 10 hours per week or less.

Writing Consultants are responsible for:

- Providing pre-scheduled writing consultations for School of Information Sciences students (online and on-campus), including but not limited to:
 - Reviewing papers and other writing assignments
 - Providing feedback on structure, grammar, citations, etc.
 - Explaining and reviewing potential academic integrity issues in written work
- Providing drop-in hours during academic terms
- Providing appointment times and drop-in hours during late afternoons, evenings, and/or weekends
- Communicating recurrent student issues or trends to the Writing Resources Coordinator
- Other duties connected to writing workshops and related iSchool programming as needed

Required

- Bachelor's degree in English, Linguistics, History, Education, or other major requiring extensive writing
- Availability during late afternoon, evening, and/or weekend hours

Preferred

- Master's degree or above in English, Linguistics, History, Education, or other major requiring extensive writing
- Experience in teaching English as a Second Language
- Experience in teaching writing or working as a writing tutor/consultant
- Familiarity with writing and/or publishing in the social sciences
- Experience collaborating with others remotely using Zoom, Blackboard Collaborate, or other online learning/communication platforms

Applicants should be prepared to submit a writing sample and provide feedback on an unfamiliar written work if they are selected for an interview. Please do not submit writing samples with your application materials. Please apply to Jessica Williams @ jwillms3@illinois.edu by August 28, 2019.