

GRADUATE WRITING CONSULTANT

Work Learn Position

\$22.67 per hour; 10 hours per week; August 30, 2023 to April 19, 2024

The [Centre for Writing and Scholarly Communication](#) (CWSC) delivers evidence-based writing consultations, workshops, and resources to UBC Vancouver community members. We model 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 students who reflect UBC's diversity, particularly those who identify as [IBPOC](#).

Posting End Date: **June 23, 2023**

We conduct rolling interviews: to secure an interview, apply well before the posting deadline.

Submit the following required materials to cwsc.info@ubc.ca:

- Cover letter (addressed to Dr. Patty A. Kelly) and CV/Resume
- Writing sample (e.g., research paper; policy report; published article)
- **Winter** course timetable **from the SSC**, including registration in the thesis, if applicable
- Teaching hours and office hours, if applicable

DUTIES AND RESPONSIBILITIES

Graduate Writing Consultants provide peer support to students on a wide-range of writing according to established professional and disciplinary practices. The Writing Consultant role includes the following core responsibilities:

- Work ~10 hours per week from August 30, 2023 – April 19, 2024
- Attend in-person CWSC training and orientation on August 30 and 31, 2023 (~10 hours in total)
- Complete self-directed training between September 5 to 8 (~10 hours in total)
- Attend and participate in weekly, one hour, in-person CWSC staff meetings (Thursdays 10am) that focus on evidence-based approaches to writing and their practical applications
- The role may include participating in writing retreats, co-facilitating writing workshops, and developing writing resources

SUPERVISION

After extensive training in CWSC pedagogical approaches, Graduate 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
- Progress 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 flexibility and problem-solving capabilities, while at the same time demonstrating the evidence-based 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, mirror the complexity of graduate writing, speaking, and research endeavours

QUALIFICATIONS

- Current UBC graduate students (master's and doctoral) from across the professions and disciplines
- Experience as a TA or instructor a strong asset
- Applications from doctoral students are highly encouraged
- Applications from Indigenous students are also highly encouraged
- Available to work in-person on the Vancouver campus, and virtually
- 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

CONTRIBUTION TO UNIVERSITY COMMUNITY

- The CWSC values student writers as apprentices, and views writing as central to student learning and development, at the university and beyond
- The CWSC understands how raciolinguistic discrimination intersects with racism at UBC and beyond and therefore actively supports and promotes linguistic diversity at UBC
- The CWSC participates in and promotes UBC's key strategy of Inclusive Excellence in all programming
- The CWSC actively supports UBC's Indigenous Strategic Plan, the Library Strategic Framework, and the IBPOC Pathway to excellence in all programming
- Graduate Writing Consultants make integral contributions to CWSC programming and as such have the opportunity to shape new projects and directions for the unit

STUDENT LEARNING COMPONENTS

- Writing Consultants receive comprehensive orientation and training based on current best practices in English for academic purposes, writing studies, 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 CWSC workshops
- Writing Consultants contribute to pedagogical training, throughout the academic year, as a way to demonstrate theoretical learning and practical applications of writing studies theory

PROFESSIONAL DEVELOPMENT

- 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 communication skills by delivering a pedagogy talk and participating in panels at writing workshops

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
- 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

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

FEEDBACK/ONGOING 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