

Position: Graduate Writing Facilitator, Student Learning Commons, W.A.C. Bennett Library, Simon Fraser University

Description: The Graduate Writing Facilitator is a paid position for a current SFU graduate student committed to working with individual student writers in a variety of disciplines, with the goal of helping them develop and improve their writing abilities. The Facilitator's main duties are to (1) work one-on-one with primarily undergraduate student writers, (2) provide online writing support for students using the WriteAway e-tutoring system (3) assist with other forms of student writing support, such as workshops or writing groups, and (4) undertake short-term projects related to one-on-one and group student writing support (which may include researching and compiling handouts or other resources). The Facilitator is also expected to maintain appropriate consultation records.

The Facilitator is based in the Student Learning Commons (SLC) in the Bennett Library, Burnaby, but may also work some shifts at the SFU Surrey and SFU Vancouver campuses. Work on WriteAway may take place at a location convenient to the Facilitator. The Facilitator works under the supervision of the SLC Coordinators and reports to the SLC Head.

Minimum Qualifications:

- An undergraduate degree with a minimum 3.5 GPA
- Excellent academic writing abilities
- Excellent interpersonal communication skills
- Demonstrable knowledge of academic writing processes and editorial conventions
- Ability to work with students individually or in small groups
- Familiarity with computers and standard web browsers
- Currently enrolled in an SFU Graduate Program

The Graduate Writing Facilitator is expected to

- communicate well with students face-to-face by establishing rapport and maintaining a friendly, helpful, patient, and interested attitude and demeanour
- comment effectively and clearly on students' online writing as a tutor for WriteAway—an online writing support service (training about the system and policies will be provided)
- assist students to develop their writing abilities through asking questions and helping them internalize concepts and strategies, both face-to-face and online
- provide effective facilitation of workshops and small group discussions about writing concerns and strategies
- be knowledgeable about, and able to help students use, additional writing resources where needed
- undertake occasional research at the direction and discretion of SLC staff, such as workshop and resource development
- communicate effectively and in a collegial manner with undergraduate peer educators and SLC staff
- be reliable and punctual

The Facilitator does not

- proofread or edit students' papers
- focus on or answer questions about specific course content
- make judgments about or try to assess student writing
- allow any political, social, educational, philosophical, or other biases or preferences to have a part in his or her tutoring relationships with students

Position: Graduate Peer Writing Facilitator, Student Learning Commons, W.A.C. Bennett Library, Simon Fraser University (cont'd...)

Salary: \$25 per hour including benefits

Hours: 7 - 10 hours per week preferred; times negotiable

Term: October - December 2015; January - April 2016; possibility of renewal for subsequent terms

Application Process:

Application packages may be submitted electronically to agoldric@sfu.ca in .doc, .docx, or .pdf format.

Packages must include

- a cover letter and résumé/curriculum vitae
- copy of most recent transcript
- two (2) samples of academic writing
- name and contact information for 2 academic references

Alternatively, you may submit hardcopy applications to

Amanda Goldrick-Jones, SLC Writing Services Coordinator

Student Learning Commons Office

W.A.C. Bennett Library, 3rd floor, Room 3026

Simon Fraser University, 8888 University Drive, Burnaby, BC V5A 1S6

agoldric@sfu.ca / 778-782-9382

The SLC is open Monday to Friday, 9:00 am - 4:30 pm.

Deadline:

This posting will remain open until the position is filled, but to be given assured consideration, applications should be submitted **no later than 4pm on Friday September 4, 2015.**

August 2015