



Writing Center Internship Consultants Job Description
EXCITING INTERNSHIP EXPERIENCE AVAILABLE

RESPONSIBILITIES:

This is an unpaid position.

Writing Center interns will work:

- With students on a one-to-one or small group basis on any stage of the writing process.
- With students at any skill level (basic writing, composition, advanced).
- With students on all skills, as needed, including brainstorming, pre-writing, organizing, thesis development, organization, support/development, source use, grammar/mechanics, or other skills as necessary.
- With students on the writing of any assignment for any course (WRT program, capstone projects, lab reports, personal statements, research papers, literature reviews, or other writing assignments in any discipline).
- With all students, including those with special needs, as necessary, on an on-going basis.
- In class at the request of faculty, providing workshops on special topics or one-on-one assistance to students.
- With the WC director in administration of the center, as needed.
- With faculty and the WC director in training sessions.
- With faculty, at their request, to consult on their writing projects.
- In collaboration with faculty and the WC director and attend staff meetings or private consultations, as needed.
- To assess and communicate accomplishments of each writing consultation by completing, fully and accurately, session reports.
- To sustain the integrity of the WC by maintaining confidentiality, being punctual and reliable, and meeting all obligations.
- With the director on other WC duties, as needed.

QUALIFICATIONS:

- Minimum B.A. in English, Rhetoric, Composition Studies, or a related writing-intensive field.
- Some experience in tutoring.
- Excellent writing, oral and general communications skills.
- Excellent inter-personal skills.

Please send your resume, a brief cover letter, and three references to:
mary_ellenhaley@bloomfield.edu.