**Graduate Writing Lab Writing Consultant Position Description**

AY 2025 – 2026

The Graduate Center Graduate Writing Lab supports the development of student writers throughout their graduate career at the University of Arizona. Graduate Writing Consultants meet with graduate students to offer helpful feedback on any kind of writing at any stage in the process. Writing Consultants conduct sessions and workshops both in person and online. This is a student-friendly, on-campus position with no prior writing consultant experience required.

Writing Consultants are expected to work approximately 10 hours a week, attend weekly trainings, and work towards CRLA (College Reading and Learning Association) certification. All training is paid, and our team works with consultants’ schedules to determine work hours. Writing Consultants engage in mentoring, lead writing groups, and can lead workshops. Writing Consultants report to the Graduate Writing Lab Associate Director.

Compensation is $27.41/hour. Writing Consultants are hourly positions, *not* GA or TA positions. Applicants should have no more than an additional 0.25 GA position.

In this position, Writing Consultants will:

* Cultivate a deeper knowledge of writing practices across genres and academic disciplines
* Gain leadership and mentoring experience
* Refine interpersonal communication skills
* Develop public speaking and presenting abilities
* Have the opportunity to engage in research and training development

Responsibilities

* Provide one-on-one writing consultations
* Occasionally lead Writing Efficiency Sessions
* Assist with writing workshops
* Engage with training materials to inform and improve writing consultation practices
* In consultation with administration team, commit to a weekly work schedule for the semester (approximately 10 hours a week)
* Participate in pre-semester training and weekly meetings
* Abide by University of Arizona Code of Conduct and Academic Code of Integrity

Qualifications

* Current UA graduate student
* Ability to collaborate with student writers to help them identify strengths and areas for improvement, prioritize their concerns, and make a plan for moving forward with their writing
* Willingness to engage with a variety of writing, regardless of disciplinary field
* Excellent interpersonal and communication skills
* Commitment to creating a welcoming and positive environment for all students

Preferred Qualifications

* Applicants who are reflective, empathetic, curious, and can carefully communicate complex information.
* Background in Engineering, Chemistry, Geosciences, Mathematical Sciences, Physics, or Astronomy
* Experience working with a Graduate Writing Consultant and/or participating in Writing Efficiency Sessions
* Graduation in Fall 2026 or later

Application Process

Please submit upload the following documents by April 8, 2025 to this folder: <https://arizona.app.box.com/f/ea8cfe955bac4b808dcd9631c1dd862d> . Please be sure that the documents have your name on them.

* Completed [application form](https://gradcenter.arizona.edu/sites/default/files/2025-03/AY2025.26GradConsultantApplication.docx)
* CV or resume demonstrating relevant educational, employment, or volunteer experiences
* Writing sample of your choice

Questions?

Please contact the Associate Director of the Graduate Writing Lab, Shelley Hawthorne Smith (shellh@arizona.edu) and Graduate Writing Lab GA, Judy Salcido (salcidoj@catworks.arizona.edu)