

Need a flexible campus job that improves your teaching skills and strengthens your C.V.? Consider working for the USC Writing Center!

The Writing Center

The Writing Center provides free services to all students at USC in the form of one-on-one consultations and group workshops. Our goal is to help students become better writers by developing their critical thinking, reading, writing, and revision skills.

Job responsibilities

The Writing Center employs qualified graduate students to serve as consultants. Consultants tutor students in a one-on-one setting and also lead workshops on grammar, style, argumentation, and critical reading.

To qualify for this position, consultants must be available to attend a **mandatory training** on August 21, 2019. Applicants who are unavailable for this orientation will not be eligible to work in the Writing Center. If the orientation conflicts with another training scheduled by your home department, please contact us at writing@usc.edu to discuss.

Compensation is \$21/hour

Employment is for the 2019 – 2020 academic year. Graduate students not employed elsewhere on campus may work 10 – 20 hours/week. Those who hold Teaching or Research Assistantships requiring 15 – 20 hours per week (i.e. 50% appointments) and students holding fellowships may work 5 hours/week with permission from their home departments and the Graduate School. Because of visa restrictions, international graduate students with Teaching/Research Assistantships or fellowships are not allowed to serve more than 20 hours per week.

Qualifications

Consultants should have prior experience in teaching, tutoring, or grading. They should demonstrate proficiency in academic writing and have strong interpersonal and conversational skills. We welcome applicants from all disciplines, and we are particularly eager to recruit qualified consultants in the sciences, social sciences, and business.

Application Process

To apply, please send the following materials to writing@usc.edu:

A cover letter of 250 – 500 words, describing your teaching/tutoring experience and your interest in the Writing Center

A current C.V.

A sample of academic or professional writing (5 – 10 pages)

Once the Writing Center reviews materials, selected applicants will be invited for an in-person interview. Before making any offer of employment, the Writing Center will contact the applicant's DGS (Director of Graduate Studies) for a reference.