**University Writing Center**

**Application for Employment as a Writing Consultant**

**Use the tab key to move through the form and type answers. Note: If you cannot type in the form, go to the View menu and select Edit Document.**

|  |  |
| --- | --- |
| **Checklist for the Writing Center Application:** | |
|  | Ask two USD faculty members if you can list them as references and explain that the Writing Center will contact them about filling out a recommendation form (see Part II). Preferably, you should select faculty with whom you have taken and/or are currently taking classes and who have seen your academic writing (essays, reports, and so on). |
|  | Complete this application and email it to the Writing Center director at mrogge@usd.edu. |
|  | Email an unofficial copy of a transcript (see Part IV) to the Writing Center director. |
|  | Email a sample of your writing (see Part IV) to the Writing Center director. |

**Part I: Contact Information and Background**

|  |  |  |  |
| --- | --- | --- | --- |
| Your complete name: | | Email: | |
| Phone number(s) where you can be contacted: | | | |
| Home Address: Street/PO Box: | | | |
| City: | State: | Zip Code: | |
| Class: | If you selected Other, please explain: | | |
| Major: | Minor: | | Graduation Date: |
| Your first language: | Other languages in which you can speak and write fluently: | | |
| List the English courses and/or writing-intensive courses you’ve completed at USD or elsewhere: | | | |
| Have you taken ENGL 203 Grammar?  Yes  No | | | |
| Teaching/tutoring experience, if any: | | | |
| Consultants help a variety of writers, including undergraduate students, graduate students, international students, non-traditional students, faculty, and staff. Please describe any relevant experience with international students in particular: | | | |
| A small but growing component of our work includes helping distance writers. Please describe experience with distance technology such as Skype, Zoom, or D2L: | | | |

**Part II: Faculty References**

Applicants must provide names and contact information for two faculty references, preferably from USD, who can discuss your qualifications for the consultant position and your potential for working with peers on their writing. The Writing Center will contact these faculty members.

|  |  |  |
| --- | --- | --- |
| **Names/contact information for two faculty references** | | |
| 1. First faculty reference (contact faculty member before listing name on this form): | | |
| Faculty name: | Phone: | Email: |
| Your relationship to this person: | | If other, explain: |
| I waive my right to review this recommendation:  Yes  No | | |
|  | | |
| 2. Second faculty reference (contact faculty member before listing name on this form): | | |
| Faculty name: | Phone: | Email: |
| Your relationship to this person: | | If other, explain: |
| I waive my right to review this recommendation:  Yes  No | | |

**Part III: Preferences**

**Days/times you will be attending class in the upcoming semester:**

|  |  |
| --- | --- |
| Mondays: | Thursdays: |
| Tuesdays: | Fridays: |
| Wednesdays: | Other: |

**Number of hours per week** that you are available to work (minimum of ten expected):

**The University Writing Center’s hours of operation are (approximately)**

**Mon – Thur 9 a.m. – 9 p.m.; Fri 9 a.m. - 3 p.m.; Sun. 5-9 p.m.**

**Days/times you are available to work next semester:**

|  |  |
| --- | --- |
| Mondays: | Thursdays: |
| Tuesdays: | Fridays: |
| Wednesdays: | Sundays: |

**What else do we need to know about your scheduling needs?**

**Part IV: Transcript and Writing Sample**

All applicants must provide supporting evidence of their qualifications for a writing consultant position. Please e-mail to the attention of Michelle Rogge Gannon, Writing Center Director, mrogge@usd.edu, the following:

* an unofficial copy of your transcript (to access it, log into the USD portal; select the Financial Aid Self-Service widget; select the Student tab in the top left-hand corner; under Student & Financial Aid, select My Academic Information; select Unofficial Transcript/Courses and Grades);
* an attachment (Microsoft Word or rich text format) of a writing sample (an academic essay of at least 5 pages for undergraduates or a sample of your graduate writing of at least 10 pages for graduate students)