

## **Tkach, Colleen**

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**From:** Inform  
**Subject:** EM: Final Notice: Hiring CWPW Writing Consultants

**From:** Ray, Chloe

Dear CMC Students,

We just wanted to put out one final reminder that applications to work as a CWPW writing consultant are **DUE BY NOON this Friday Jan 31, 2025.**

The CMC Center for Writing and Public Discourse (CWPW) is currently accepting applications for CWPW consultants. CWPW consultants are CMC students trained to work with other students from all disciplines to provide assistance with writing assignments and presentations. Consultants learn the fundamentals of argument and rhetorical convention while helping peers master these conventions within their writing and presenting. Consultants are an invaluable resource for writers of all abilities and levels of confidence. Our current group of consultants includes students from a wide range of disciplines, and we encourage students from all departments and programs to apply.

The CWPW is open during the school year from Monday through Friday with occasional weekend hours. Consultants work shifts ranging from 1.5-3 hours in length, and typically work 1-4 shifts per week along with team initiative responsibilities and meetings, for an approximate total of 6-10 hours a week. In addition to shift work, consultants are expected to participate in workshops, classroom outreach programs, and participate in the Writing Associates program along with other CWPW programs as needed. In addition, they may be assigned special tasks including foreign language support (if applicable) and online support.

New consultants are required to attend weekly new-hire meetings, held every Friday between 10:30a-11:30a, and weekly staff meetings, held every Friday from 12p-1p. Training includes a weekly seminar, readings, reflections, tutor observations, shadowing, and participating in CWPW team initiatives (such as our Events, Social Media, & Multilingual Teams). To earn an independent shift, new hires must also shadow and complete training and observation requirements.

If you are interested in applying to be a CWPW Consultant, please submit the following application to Handshake (Job #9573463; see below for details and requirements). **All applications must be in a .pdf format** (we cannot open .pages and do not take google.docs invites). Your application should include the following items:

1. a resume or c.v. that lists your work experience and major or potential major;
  - o Please indicate any additional languages you would be comfortable providing academic support in.
2. Names of 2 faculty members that would recommend you as a consultant. (we do not require letters of recommendation from faculty, but we may reach out if we have any questions).

3. a letter of application that addresses your interest in the position, describes an experience giving or receiving feedback on writing, and explains why you selected the writing sample you submitted;
4. a sample of academic writing (no more than 10 pages in length);
5. An unofficial transcript

**The CWPD will host a brief information session on Thursday, January 23rd, from 12:00-1:00p at the CWPD (Kravis 101). Application support is available through our standard appointment schedule.** Potential applicants are encouraged to attend if they have questions about the hiring process or application. Attendance for this event will not directly influence job candidacy.

Please submit these materials electronically in your drop box folder on Handshake. If you are new to Handshake, then [here is an article for how to use this interface](#).

After a preliminary screening, we will invite finalists to interview with us in person between February 10-20th, 2025 at the Center for Writing and Public Discourse.

If you have any questions, please contact Chloe Ray by email ([chloe.ray@cmc.edu](mailto:chloe.ray@cmc.edu)) or Professor Davidson by email ([megan.davidson@cmc.edu](mailto:megan.davidson@cmc.edu)).

**APPLICATIONS ARE DUE BY NOON on Friday Jan 31, 2025.**

# We're Hiring

Interested in working as a writing consultant?

**Perks:**

- Gain and hone various skills like communication (written and oral), leadership and critical thinking.
- Make a positive impact in the academic lives of your peers.
- Bolster your resume with this impressive academic accolade
- Join one of the closest and coolest communities on campus!



Questions? Email Chloe Ray:

[eray@cmc.edu](mailto:eray@cmc.edu)

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