

ASC Graduate Fellow: Writing Fellow at the Brennan Center

As a part of the [Academic Success Center](#) and its [Writing Support Services](#), Writing Fellows offer students help with all aspects of the writing process, such as getting a paper started, refining ideas, organizing a paper, employing persuasive strategies, and improving grammar and usage. A preferred candidate for this position will be a graduate student **in the School of Social Work** possessing excellent writing skills and experience offering academic support to students.

The Writing Fellow at the Brennan Center will work **12 hours** or more per week and will receive a **3 credit graduate course waiver** and a **stipend of \$1,250** for each semester of employment. The 12 hours per week will be roughly divided into 9 hours of tutorial work and 3 hours of administrative support for the Academic Success Center.

The Writing Fellow's responsibilities will be:

- ∇ Undergo training for the position
- ∇ Set a schedule for their weekly work hours in the Brennan Center, room 121, and in the Academic Success Center, Hickory Hall 109
- ∇ Meet one on one with students to assist them in their writing
- ∇ Schedule future appointments for follow up tutorials
- ∇ Document each tutorial session in a brief report
- ∇ Act as a tutor for the Online Writing Tutorial Program
- ∇ As requested, provide APA workshops for classes covering major points in APA style: basic writing, format, citations and references, headings, etc.
- ∇ Communicate concerns and updates regularly with the Director of the Academic Success Center, the Liaison of Writing Support Services and the Dean of the School of Social Work

Writing Fellows will have different and greater responsibilities than the writing tutors. These responsibilities will offer a graduate student valuable experience in workplace management and project organization while supporting the needs of the Academic Success Center.

- ∇ Act as academic leaders and role models to their fellow tutors
- ∇ Redirect fellow tutors if they are not utilizing their time for the benefit of the ASC
- ∇ Manage tutor projects by organizing, generating and gathering new projects, handling communications around projects, as well as denoting completed and ongoing projects
- ∇ Meet with the Director of the ASC and/or the Writing Support Services Liaison to report on progress and any issues that may arise

Successful applicants for this position need to be in good academic standing. Graduate students currently in their program need a cumulative 3.0 GPA or higher and new graduate students need a cumulative 2.5 GPA or higher. Those interested in applying to be a Writing Fellow at the Brennan Center should fill out a [Tutor Candidate Application](#), provide a writing sample (see the [Tutor Candidate Checklist](#)) and provide a resume and cover letter to the Director of the Academic Success Center via email: awilcox@spfldcol.edu or mail:

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