

The Columbia University School of Social Work (CSSW) Writing Center seeks applicants for part-time writing consultant positions for Fall Semester 2016.

Writing consultants work one-on-one, online and in person, with Master's Program and PhD students at CSSW on course assignment and career-related writing issues. Sessions may cover: any concern related to writing across the social work discipline—which at CSSW includes clinical, administrative, policy and programming tracks; professional writing projects for student field placements; and application materials.

Writing consultants also engage in development activities throughout the semester to push an interdisciplinary teaching practice, in part informed by the clinical social work curriculum at CSSW; these activities include an orientation and monthly staff meetings, observations of and by other staff members and the director, reflective notes after student sessions, review of relevant literature, participation in relevant school events, and independent development projects, all completed during scheduled hours.

Qualifications include:

- Graduate degree or current enrollment in a PhD program related to social work, teaching or composition / writing
- Strong academic and professional writing skills
- College-level teaching experience including writing center work, classroom teaching, and/or evaluating student writing; or other relevant professional experience working to guide and support writers for their success
- Strong interpersonal skills to help respond with empathy, patience and creativity to a wide range of student concerns

Preferred:

- Experience with / passion for social science writing, and knowledge of APA style
- Interest in contemporary issues of social justice
- Intellectual curiosity and openness to adapting one's teaching approach to the CSSW Writing Center's unique learning environment

The Writing Center draws inspiration from core elements of social work, including its focus on social justice and intersectionality. As a part of CSSW, the Center seeks to contribute to an inclusive environment in which students and staff “feel safe, supported, and accountable within their individual experiences with privilege, power and oppression.” As such, qualified candidates from underrepresented groups and/or who have experience with and commitment to supporting writers from diverse linguistic and cultural backgrounds are strongly encouraged to apply.

Writing consultants must commit to a weekly schedule of 8 – 15 hours (min/max), to be determined prior to the semester. Writing consultants are paid \$25 per hour. The Writing Center's fall semester runs September 6 to December 16, 2016. Available shifts include weekday and weekend afternoons and evenings.

If interested, please contact Writing Center Director Adam Pellegrini at ap3149@columbia.edu. Include a cover letter in the body of your email and attach a resume and writing sample (research-based writing, whether academic or professional, is preferred). In addition, please provide at least two academic or professional references who can speak to the quality of your writing, interpersonal and / or teaching skills.

The CSSW Writing Center, as a part of Columbia University, is an Equal Opportunity / Affirmative Action employer.