

LOVE TEACHING? WANT TO ENHANCE YOUR C.V.? WORK FOR THE USC WRITING CENTER!



The Writing Center

The USC Writing Center's mission is to empower students by helping them develop writing and critical thinking skills. We achieve this mission through one-on-one consultations and in-class workshops. We promote open-mindedness, curiosity, and self-confidence, and we are committed to practicing inclusive pedagogy.



Job responsibilities

Writing Center consultants work with students individually in 25 or 50-minute consultations, providing feedback on academic essays, cover letters, application materials, and so forth. New consultants receive initial training and also attend regular staff meetings with a focus on professional development.

In Fall 2024, new consultants will work in person on the University Park campus (UPC).



Compensation & Schedule

Compensation is \$25/hour.

New consultants usually work 10 hours per week, although graduate students holding a full Teaching Assistantship, Research Assistantship, or fellowships are limited to 5 hours/week.



Eligibility

To work at the Writing Center, you must:

- Be enrolled full-time in a USC graduate program
- Attend an in-person training on August 21, 2024, from 9am - 2pm, PST. If the training conflicts with another orientation scheduled by the university or your department, contact us to discuss.
- Because of visa restrictions, international graduate students with full Teaching/Research Assistantships or fellowships are not eligible for additional on-campus employment.



Qualifications

Teaching, tutoring, editing, or mentoring experience at the high-school or college level is required.

We welcome applicants from all academic disciplines. We are particularly interested to hear from those with a background in science or business writing, as well as those who have experience working with non-native speakers of English.



Application Materials

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

- **A current C.V.**
- **A cover letter** describing your relevant experience and your interest in the Writing Center. **The cover letter is the most important part of your initial application.** We are eager to learn about your experience as a teacher, tutor, or mentor. We would also like to know how ideas about diversity, equity, and inclusion inform your teaching/tutoring.
- **A writing sample** of academic or professional work (5 – 10 pages). Ideally, the submission will represent a genre in which you are comfortable writing and coaching others. If you are a creative writer, feel free to submit a piece, but also include academic/professional writing in your application.

The Hiring Process

Once the Writing Center reviews materials, selected applicants will be invited for interviews. We prefer to meet you in person but can arrange a Zoom interview if necessary.

Before making any offer of employment, the Writing Center contacts the applicant's DGS (Director of Graduate Studies) for a reference. If students on a full Research/Teaching Assistantship or fellowship are offered employment, they will need to seek permission to work from their home department and the Graduate School (via a form provided by USC).

E-mail your application
(or any questions) to
writing@usc.edu