**Description:** The Graduate Writing Facilitator is a paid position for a current SFU graduate student who is committed to helping undergraduate students develop and strengthen their writing. The Facilitator’s main duty is to deliver (and in some cases, help to develop) general and course-integrated writing workshops across disciplines for undergraduate student writers**.** Teaching or group-tutoring experience is therefore a strong asset. Since some workshops take place late afternoons or evenings, a flexible schedule is also an asset.

The Facilitator may also assist with other forms of student writing support, such as individual in-person consultations and/or providing online writing feedback for SFU’s WriteAway tutoring service (paid training provided).

The Facilitator is based in the Student Learning Commons (SLC) in the Bennett Library, Burnaby, but may also occasionally serve at SFU Surrey and SFU Vancouver campuses. Work on WriteAway may take place at a location convenient to the Facilitator. The Facilitator works under the supervision of the SLC Writing Services Coordinator, in collaboration with the Writing Services Associate, and reports to the SLC Head.

**Minimum Qualifications:**

* An undergraduate degree with a minimum 3.5 GPA
* Excellent academic writing abilities
* Excellent interpersonal communication skills
* Demonstrable knowledge of academic writing processes and editorial conventions
* Ability to work with students in groups and individually
* Familiarity with computers and standard web browsers
* Currently enrolled in an SFU Graduate Program

**The Graduate Writing Facilitator** **is expected to**

* effectively and engagingly lead workshops and small-group discussions about writing strategies across a range of disciplines. (In most cases, materials will already be prepared.)
* communicate well with students by establishing rapport and maintaining a friendly, helpful, patient, and interested attitude and demeanour
* communicate effectively and in a collegial manner with SLC staff and undergraduate peer educators
* assist students to develop their writing abilities through asking questions and helping them internalize concepts and strategies
* be knowledgeable about, and able to help students use, additional writing resources where needed
* be reliable and punctual, and respond to email in a timely way
* if serving as a WriteAway tutor: to comment effectively, clearly, and in a time-efficient manner about students’ writing online. (Paid training about the system and policies is provided.)

**The Facilitator** **does not**

* proofread or edit students’ papers
* focus on or answer questions about specific course content
* make judgments about or try to assess student writing
* allow any political, social, educational, philosophical, or other biases or preferences to have a part in his or her tutoring relationships with students

**Salary:** $25 per hour including benefits

**Hours:** Minimum 7; maximum 10 hours per week. Please note that some late afternoon/evening hours will be required.

**Term:** January - April 2018 with the possibility of renewal for subsequent terms

**Application Process:**

Please submit your application package *electronically in PDF* to [agoldric@sfu.ca](mailto:agoldric@sfu.ca). Your package must include

* a cover letter and résumé/curriculum vitae
* copy of most recent transcript
* two (2) samples of academic writing
* name and contact information for 2 academic references

**Deadline:** This posting will remain open until the position is filled.

November 2017