

Position: Graduate Writing Facilitator, Student Learning Commons, W.A.C. Bennett Library, Simon Fraser University

Description: The Graduate Writing Facilitator is a paid position for a current SFU graduate student who is committed to helping graduate students develop and strengthen their writing. The Facilitator's main duties are to (1) deliver (and in some cases, help to develop) writing workshops for graduate students, and (2) provide individual writing support for graduate students in-person and via email.

Teaching experience and/or extensive experience providing writing feedback is therefore a strong asset. Since some workshops take place late afternoons, evenings, and the occasional weekend, a flexible schedule is also an asset. Availability specifically for Saturday, September 15th and a portion of the first week of December will also be considered an advantage.

The Facilitator is based in the Student Learning Commons (SLC) in the Bennett Library, Burnaby, often in collaboration with the Research Commons (RC), but may also serve at SFU Surrey and SFU Vancouver campuses. 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.
- 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
- 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

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 10; maximum 20 hours per week. Please note that some late afternoon/evening hours will be required.

Term: September (or late August) – December 2018 with the possibility of renewal for subsequent terms

Position: Graduate Peer Writing Facilitator, Student Learning Commons, W.A.C. Bennett Library, Simon Fraser University (cont'd...)

Application Process:

Please submit your application package *electronically in PDF* to robyn_long@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: Review of applications will begin on August 7th. This posting will remain open until the position is filled.

July 2018