Position: Graduate Writing Facilitator – Graduate Writing Team, Student Learning Commons, Library, Simon Fraser University

Description: The Graduate Writing Facilitator—Graduate Writing Team is a paid position for a current SFU graduate student committed to supporting graduate students in developing and strengthening their writing skills and practices.

The Facilitator’s main duties are: (1) provide individual and small group writing consultations for graduate students via email and in person and/or through video conferencing; (2) provide feedback on graduate student drafts of academic writing; (3) deliver (and in some cases, help to develop) writing workshops for graduate students; and (4) occasionally undertake short-term projects to develop and/or improve writing resources and supports at the direction and discretion of SLC supervisor(s). The distribution of contract hours across these duties may vary. The Graduate Writing Facilitator may also occasionally provide writing supports for undergraduate students, in conjunction with the SLC Undergraduate Writing Team.

The Facilitator works under the supervision of an SLC Coordinator. This position 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.

Minimum Qualifications:

- An undergraduate degree, with preference given to applicants who have also completed an Honours or Master’s thesis
- Registration at SFU for a graduate program
- Demonstrated oral and written communication skills in English (demonstrated oral and written communication skills in additional languages considered an asset)
- Demonstrated experience providing writing support, including, but not limited to, providing writing support and/or feedback for students in the context of academic writing
- Demonstrated knowledge of writing processes and editorial conventions
- Demonstrated ability to work with students individually and in groups
- Demonstrated presentation skills

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;
- Assist students as they reflect on and develop their writing skills by asking questions and helping them understand concepts and strategies;
- Be knowledgeable about, and able to help students use, additional writing resources where needed;
- Communicate effectively and in a collegial manner with SLC staff and peer educators;
- Be reliable and punctual, and respond to email in a timely way;
- Keep all student matters and information confidential;
- Be comfortable using technology to deliver services.

The Facilitator does not

- Assess student writing, learning ability, or academic performance;
- Proofread or edit students’ papers, theses, manuscripts, etc.;
- Focus on or answer questions about specific course or discipline-specific content;
- Allow their political, social, educational, philosophical or other preferences, biases or presuppositions to create an unprofessional or unsafe working environment for students.
**Salary:** $27.84 per hour (plus 4% in lieu of vacation)

**Hours:** Typically range from 5 - 15 hours per week, training paid included. Please note that depending on the term workshop schedule, occasional late afternoon/evening and Saturday hours may be requested. Preference given to applicants available Friday mornings, 9:00am - 12noon, and all day December 6, 7 & 8, 2023.

**Term:** September 2023-December 2023, with the possibility of reappointment in subsequent terms

**Location:** The position will involve a combination of in-person and remote work. In-person work may take place across all three SFU campuses (Burnaby, Vancouver, and Surrey).

**Applications must include** electronic versions of:
- a cover letter and résumé/curriculum vitae in a single PDF attachment
- copy of undergraduate transcript (unofficial transcript is acceptable)
- copy of most recent transcript (unofficial transcript is acceptable)
- two (2) samples of academic writing
- name and contact information for 2 academic references

**Please submit your application via email** to Donna McGee Thompson (dmcthomp@sfu.ca), Head, Student Learning Commons, on or before Friday, August 18th, 2023.

Simon Fraser University Library is grateful to be located on the lands of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), səl̓ílwətaʔɬ (Tsleil-Waututh), qič̓áy̓ (Katzie), kʷik̓ʷəƛ̓əm (Kwikwetlem), qiq̓eʔt (Qayqayt), q̓ʷə:n̓ə̓łən̓ (Kwantlen), Səmyəmə (Semiahmoo), and sčəwaʔən (Tsawwassen) Nations. Acknowledging the benefits of occupying this land, the Library commits to becoming a more welcoming space for Indigenous Peoples by centring Indigenous voices in our collections, services, and programs.

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The Library’s Statement on Equity, Diversity and Inclusion provides more information. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.