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

**Description:** The Graduate Writing Facilitator - Undergraduate Writing Team is a paid position for a current SFU graduate student who is committed to supporting undergraduate students as they reflect on their writing and develop their writing skills. The Facilitator’s main duties are: (1) provide one-on-one and small group writing consultations (in person and/or virtual); (2) deliver writing workshops and sessions (in person and/or virtual); (3) provide online writing tutoring through the WriteAway tutoring consortium, of which SFU is a part; 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). This last duty may include researching and compiling handouts or other resources, recording writing instruction videos, etc.). The distribution of contract hours across these four duties may vary. Occasionally the Graduate Writing Facilitator may also provide writing supports for graduate students, in conjunction with the SLC Graduate Writing Team.

The Facilitator works under the supervision of an SLC Coordinator. Due to SFU and SFU Library’s COVID-19 response, we are currently planning for a return to campus in the fall 2021 semester. This position will include a combination of on-campus and remote work.

**Minimum Qualifications:**
- An undergraduate degree;
- 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 for students in the context of academic writing;
- Demonstrated knowledge of writing processes, editorial conventions, and writing support resources;
- 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 using provided materials.
- Communicate well with students by establishing rapport and maintaining a friendly, helpful, patient, and interested attitude and demeanour.
- Assist students to reflect on their writing and develop their own writing abilities by asking questions and helping them internalize concepts and strategies.
- Be knowledgeable about, and able to help students use, additional writing resources where needed, including culturally appropriate resources and resources that respect the diversity of Englishes used by students at SFU.
- When 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.)
- 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.
- Participate in orientation and training (including observation and feedback) activities for continual improvement.
**Position:** Graduate Writing Facilitator, Student Learning Commons, Library, Simon Fraser University

(cont’d…)

**The Facilitator does not**

- assess student writing, learning ability, or academic performance
- proofread, edit, or “correct” students’ papers
- allow their political, social, educational, philosophical, or other biases or preferences to create an unsafe working environment for students
- focus on or answer questions about specific course content
- respond directly to issues and concerns with service delivery
- discuss student matters or share student information with instructors or student-services professionals outside of the department
- schedule or coordinate services

**Salary:** $27.84 per hour (plus 4% in lieu of vacation)

**Hours:** Minimum 5 - maximum 15 hours per week, training included. Please note that some late afternoon/evening and Saturday hours will be required and Sunday hours may also be requested.

**Term:** September 2021-December 2021, 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).

**Application Process:**

Applications must include electronic copies 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 (please provide details about the context of the samples, ex. the assignment guidelines, if possible). Consider providing samples that demonstrate the disciplinary breadth of your writing practice.
- name and contact information for 2 academic references

Applications must be submitted via email to Julia Lane, Writing Services Coordinator, Student Learning Commons by Wednesday July 14, 2021.

Simon Fraser University respectfully acknowledges the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumixw (Squamish), salil̓íwatə?ɬ (Tsleil-Waututh), q̓íq̓ay (Katzie), kʷikʷəƛ̓əm (Kwikwetlem), Qayqayt, Kwantlen, Semiahmoo and Tsawwassen Peoples on whose unceded traditional territories our three campuses reside. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

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.