



Date: _____

APPLICATION FOR WRITING CENTER CONSULTANT POSITION

Name: _____

Mailing Address: _____ Zip Code _____

Telephone: _____ Cell phone: _____

IPFWe-mail AND the preferred e-mail address: _____

Class standing (sophomore, junior, senior, grad) or degree and teaching rank _____

Academic major/s and minor/s _____

Undergraduate and graduate writing and writing-intensive courses completed, instructors' names, and grades earned:

Course (Department, Number, and Title)	Instructor	Grade
1.		
2.		
3.		
4.		
5.		

On the other side, please briefly describe your other related work experiences, education and training, honors, and/or awards. Please be specific about any technical skills acquired.

New applicants should have completed English W131 and W233 (or courses equivalent to these in terms of writing experiences.) New consultants are required to attend paid Para-Professional Staff Development during their first semester of consulting. Two required 6-7 hour meetings will take place on Monday and Tuesday in the week **before** the semester begins. The Writing Center staff meetings will be held most Mondays from 12 noon to 1:15 p.m. CASA consultant education meetings (for all CASA student workers) will be announced at the pre-semester meetings.

During the first semester of employment, new consultants are expected to consult 4-6 hours per week; after the first semester of employment, the number of scheduled hours can be negotiated. We will request your availability after hiring you.

Your application is complete when you return this completed application form with:

1. A statement of intent (approximately 500 words) explaining
 - a. why you would like to consult in the Writing Center and
 - b. why you believe you would perform well as a writing consultant;
2. Two letters of recommendation (sent as hard copy or e-mail) from college faculty familiar with your writing;
 - a. Please list faculty members from whom we may expect letters of recommendation:
 1. _____
 2. _____
3. Copies of two substantial academic papers that you have written and, if possible, the assignments for the papers. We strongly encourage you to submit copies of graded papers with faculty comments.

Submit completed applications to Mary Arnold Schwartz, Writing Center Coordinator, in KT G19 or KT G25. Contact Mary Arnold Schwartz, schwartm@ipfw.edu or 481-6893, with any questions.

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RELEVANT WORK EXPERIENCES, EDUCATION, HONORS AND/OR AWARDS

NAME: _____

Work and/or Leadership Experiences--Paid and/or Volunteer (job title and description of work)	Name of Organization & supervisor	Dates	Skills acquired

Education or Training Experiences (description of experiences)	Where	Dates	Skills acquired

Honors and/or Awards (title of award)	Awarded by Whom	Date/Year Received