



Kettler G19 • 481-5740
www.ipfw.edu/casa/writing

Every writer needs a reader.

Hello!

Thank you so much for expressing an interest in consulting in the Writing Center. Writers in all IPFW disciplines use the Writing Center – and we need people who are willing to serve as curious, helpful respondents. We believe time spent with a writing consultant saves writers hours of struggling on their own. If you haven't yet used the Writing Center, you should bring a paper in for feedback. You will be able to get a sense of how we operate – and appraise how well you will enjoy the work!

New consultants are expected to have completed English W131 and W233 (or courses equivalent to these in terms of writing experiences) prior to applying. As a condition of employment, new consultants are required throughout the first semester of their employment to actively participate in:

- pre-semester Writing Center and CASA In-Service days (Monday & Tuesday);
- weekly Writing Center staff development meetings (most Mondays at noon) and at least two CASA consultant education meetings (times TBA);
- observing consultations, being consulted as a writer, and being observed as a consultant;
- reading texts and writing short reflections as assigned; and
- once approved to start, consulting with writers 4-6 hours per week.

After new consultants' first successful semester of employment in the Writing Center, they are strongly encouraged to continue participating in the above mentioned employment criteria. We encourage active consultant participation in the Writing Center through several leadership roles, and we ask that all writing consultants strive to maintain a minimum 3.0 GPA while employed by CASA. We will encourage all consultants to prepare presentations for the East Central Writing Centers Association annual conference held each spring for professionals and consultants in this field. Many writing consultants leave IPFW to earn post-baccalaureate degrees for positions in academia and the professions, so we want you to be prepared!

The application form is available in the Writing Center, Kettler G19, on the bulletin board outside our door, and on our website, www.ipfw.edu/casa/writing, under the link "Positions Available." Please note that the application is complete when you provide:

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 from IPFW college faculty familiar with your writing.
 - a. Letters of recommendation should address, to the extent possible, the candidate's
 - i. Demonstrated writing competencies,
 - ii. Demonstrated competencies in providing appropriate peer response to writing and/or working within a group, and
 - iii. Demonstrated work ethic.
 - b. Letters of recommendation may be submitted to me via e-mail (preferred) or hard copy.
3. Copies of two substantial academic papers (at least one with extensive citations) that you have written and, if possible, the assignments for the papers. We encourage you to submit copies of graded papers with faculty comments.

Because consulting entails working with such a wide variety of people and writing projects, employment with the Writing Center is more like having a paid internship than having a job. For example, staff members report that by consulting, they gain insights into different subjects without actually taking all the classes – and about their own writing as they assist other writers!

What strikes me as the most important benefit of working in the Writing Center is the camaraderie and collegiality you will experience with the other consultants. We work together – no one is expected to know all the answers – and problem-solve together always to improve our work with IPFW students, faculty, and staff. More telling about the satisfaction consultants derive from their work, they hang out here when they are not working. We hope you will consider becoming part of our community!

Don't hesitate to call or e-mail me with any questions you may have.

Mary Arnold Schwartz

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