

## **Advanced Writing Fellow**

An Advanced Writing Fellow is part of the George Fox University writing program and is a paraprofessional with many significant duties. These include the following responsibilities and professional expectations:

### **Responsibilities**

- Attending training and in-service meetings to develop the skills necessary to successfully tutor writing.
- Working with LIBA 100 students in one-on-one sessions or in small groups as a means of improving their writing or other scholastic abilities.
- Guiding LIBA 100 students through consultations by asking questions, listening closely, and helping students think more critically about their work.
- Assisting LIBA 100 students in understanding the rules and ethos of academic writing, including grammar and mechanics, citation, documentation, and research.
- Helping to interpret assignments students don't fully understand and attempting to clarify instructors' comments that seem especially unclear to the student.
- Keeping notes on student consultations and reporting attendance records and meeting summaries to faculty.
- Developing resources for the LIBA 100 student population such as information sheets and workshops (e.g., grammar and usage; documenting sources).
- Visit LIBA 100 classes and provide workshops or instruction on writing strategies.
- Completion of other duties as assigned.

### **Professional Expectations**

- Communicating well with LIBA 100 faculty and students.
- Being friendly, patient, accessible, and interested in students and in their written work.
- Sustaining a responsible work ethic by maintaining consultation hours consistently and on time; remaining alert and focused while on the job; ensuring appropriate use of the facilities; reporting any workplace problems to the director.
- Communicating with the writing program director and LIBA 100 leadership team and working with them to meet the needs of students.
- Committing to the vision of the LIBA 100, and openly discussing ways to alter that vision when it seems like the needs of students are not being met.
- Remaining respectful of other students, their beliefs, and their backgrounds. This means refusing to allow religious, political, social, or racial biases to influence tutorial sessions.

## Advanced Writing Fellow Supplemental Application

Name: Cell phone (if any) or contact phone:

Current Class: FY SO JR SR

1. In a separate document, write a short essay (350 - 400 words) explaining why you want to work as an Advanced Writing Fellow; what gifts and abilities you have that make you a good candidate for tutoring writing in LIBA 100; and any challenges you might face based on the kind of work and commitments outlined in the job description.
2. Request a George Fox University faculty member to write a note of recommendation addressing your academic abilities, writing proficiency, collaboration skills, and reliability. Ask the faculty member to go [here \(shorturl.at/flGL6\)](http://shorturl.at/flGL6) to submit their recommendation.

Name of reference provider:

3. Submit a George Fox University [student employment application](#), this form, and essay to Brooks Lampe at [blampe@georgefox.edu](mailto:blampe@georgefox.edu).

Submit materials by the due date, **Tuesday, March 10.**

Contact Brooks Lampe at [blampe@georgefox.edu](mailto:blampe@georgefox.edu), if you have questions.

Cumulative GPA (through fall semester):

Projected graduation term: \_\_\_\_\_

Proposed Major(s)/Minor(s):