

Position Description

Date Position Open: March 28, 2022

Position Closing Date: April 24, 2022

Category and title of position: Social Work Writing Consultant (3 positions)

The social work writing consultants provide writing support services to social work students. The positions emphasize support for MSW students, with additional services provided to bachelors and PhD students as applicable. The positions require flexible schedules to accommodate the needs of all social work students; this means working daytime, evening, and weekend hours, as needed, in a remote and/or in-person environment. These are academic-year positions with the highest demand in autumn quarter.

- *In summer quarter*, the positions are offered as hourly student appointments with variable hours (**15 hours/week total across available consultants**). Applicants who cannot work summer quarter may still apply, though beginning the position in summer quarter is highly recommended.
- *In autumn quarter*, the positions are offered as graduate student appointments at **20 hours/week per consultant**. In accordance with the [Academic Student Employee \(ASE\) contract](#), the consultants will be salaried at the current Premasters TA rate, with benefits including tuition/fee payment and health insurance for autumn quarter.
- *In winter and spring quarters*, the positions return to hourly student appointments with up to **14 hours/week per consultant**.

Criteria for Eligibility:

- Must be a student entering the MSW advanced curriculum in the following academic year. This includes rising second and third year EDP students, rising second year Day students, and entering Advanced Standing students.
- Students must be enrolled in a minimum of 10 credits to qualify for a graduate student appointment in a given quarter. EDP students enrolled in less than 10 credits can file a [Petition for Reduced Enrollment](#).

Responsibilities:

- Maintain a regular weekly schedule of one-to-one tutoring sessions, small group tutoring sessions, and writing support projects
- Offer tutoring sessions in which the writer's needs and goals are prioritized
- Provide outreach to students, promote writing support services, and manage all scheduling
- Participate in regular meetings to develop theoretical and practical understanding of tutoring goals and guidelines and to reflect on personal and professional development in the tutoring role
- Work collaboratively with social work faculty and staff to support student learning and writing
- Work collaboratively with other writing consultants to develop and lead writing workshops, distribute writing tips, coordinate with instructors, etc.
- Document writing support services, including common themes, issues, and concerns
- Design and assess student evaluations of writing support services
- Integrate faculty, staff, and student feedback for continual process and practice improvement

Minimum Qualifications:

- Excellent demonstrated written, oral, interpersonal communication skills
- Ability to identify a writer's strengths and difficulties, prioritize concerns, and successfully communicate complex strategies for resolving challenges
- Critical understanding of social justice principles and theories and ability to apply them to the tutoring context
- Demonstrated ability to prepare and present material in front of faculty, staff, and students
- Broad knowledge of useful research and writing skills (especially in the social sciences)
- Interest in larger ongoing projects to build community in the Social Work Writing Center and to support writing at the School of Social Work

Preferred Qualifications:

- Previous tutoring or mentoring experience (especially with diverse populations)
- A demonstrated commitment to equity and access in academic support services
- Willingness and flexibility to learn and use online and remote work technologies
- Strong working knowledge of Soc W 500 and Soc W 501 course content, including key concepts, theories and issues
- Proficiency in developing and interpreting data tables and graphs

Application:

Complete the [online application](https://forms.gle/wq1Tp7bvVYAapCZDA) (<https://forms.gle/wq1Tp7bvVYAapCZDA>). The application entails answering reflection questions and submitting a resume, writing sample, and references. ***If you would like to submit this application in an alternative format or if there is a way we can make this application more accessible to you, please contact leannedo@uw.edu.*** Selected applicants will be invited to a virtual Zoom interview. After the interviews, selected finalists will be asked to complete supplemental questions.

Additional Considerations:

Applicants are encouraged to attend a remote info session on **Thursday April 14th from 4:30-5:30pm** to learn more about our center's practice and the current writing tutors' experiences in the role. For more on the info session, including a Zoom link, please email the writing team at sswwrite@uw.edu.

Also, if you have not met with one of our tutors before, we encourage you to book an appointment to experience a one-to-one writing session. Applicants may seek support for any writing assignment or task. To make an appointment, please visit the [Social Work Writing Center website](#).

Questions:

Please contact writing team supervisor Leanne Do at leannedo@uw.edu with any additional questions.

"University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information."