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**Academic Skills Center - Writing Center Consultant Job Description**

**Role:** Provide writing support to the URI academic community through peer tutoring

**Responsibilities Include:**

* Tutor individuals or small groups
* Continued praxis as discussed in WRT 353
* Present and promote Writing Center services when and where needed
* Attend weekly (or bi-weekly) professional development meetings
* Participate in other ongoing training requirements, including written critical reflection and analysis of practice, and peer observations
* Support Writing Center assistant when needed
* Support other consultants as needed
* Mentor and help train new student consultants
* Contribute to overall cleanliness of the Writing Center space
* Excellent interpersonal skills
* Must provide the names of two contacts (one must be of a professor) as references
* Must be comfortable receiving constructive criticism for continued growth as consultant

**Qualifications:**

Successfully passed WRT 353, Issues and Methods in Writing Consultancy

**Compensation:**

Positions may be available for pay or academic credit by enrolling in WRT 353: Field Experience in Writing Consultancy, for up to 3 graded, free elective credits.

**Contact**

Please contact Vanessa Lombardi at [vlombardi@uri.edu](mailto:vlombardi@uri.edu) for further information.