

STUDENT JOB POSTING: New College Writing Room Assistant

Duties

- welcome and orient students to the in-person Writing Room and to the online Writing Room on Zoom
- help create a warm, friendly, collegial workspace for students
- direct students to online sign-in and evaluation forms
- tell students about the Writing Centre; advocate for the Writing Centre

This job does **not** include teaching or tutoring

Requirements

- be available for one to three 3-hour shifts per week during the Fall term: shifts are 3-6pm Mondays (in person, Sept. 18 – Dec. 11), 3-6pm Wednesdays (online, Sept. 27 – Dec. 13), and 3-6pm Thursdays (in person, Oct. 5 – Dec. 7)
- exhibit excellent interpersonal and communication skills
- be adept at working in a team environment
- be committed to equity and accessibility
- demonstrate a high level of organizational and time management skills

Preferably a New College or New College program student; preferably a second- or third-year student; experience attending the New College Writing Room and Writing Centre are assets

USWA Casual Position – \$15.50 + vacation pay

Inquiries

Jennette Boehmer at jennette.boehmer@utoronto.ca

To apply

Send resume and cover letter to Dr. Marci Prescott at marci.prescott@mail.utoronto.ca by **Sept. 22, 2023**, with the subject heading “Writing Room Assistant Application.” Please include in your letter: your year of study, college, availability, and whether you are in a New College program. English language learners are welcome to apply.

The Writing Room: Our Drop-in Space

<https://www.newcollege.utoronto.ca/academics/writing-centre/writing-room/>