Graduate Student Job Posting: Business Writing Consultant

Position Title  Business writing consultant  Start Date  Spring 2019

Dept/School  University Writing Center

Type of Position:  ____  Stipend Only  ____  Hourly Only  ____  Hourly plus Tuition

Job Requirements
Writing consultants meet one on one with students to help them with writing from all stages of their writing processes. Writing consultants provide advice and suggestions for a range of writing tasks and concerns, from developing thesis statements to citing and integrating sources. The Center offers a teaching, not a proofreading service. Our goal is to teach writers how to improve. See the Center’s website, www.duq.edu/writing-center, for further description of the Center’s services.

The business writing consultant works 10 hours per week in the Writing Center and is the “go to” consultant for business writing tasks. The business writing consultant, though, still works with the full range of students who visit the Writing Center. Nine of those hours are spent tutoring, and one hour every other week is spent at professional development meetings that provide ongoing training. Experience with business writing genres is valuable but not required. Training is provided. The position currently pays $15/hour.

Applicants must be full-time students in a for-credit degree program and cannot be working another job at Duquesne.

Contact Person  Dr. Jim Purdy  Contact Phone  412-396-1293

Contact Email  purdyj@duq.edu

Additional information, if any:
Tutoring hours are based on the consultant’s availability and the Writing Center’s coverage needs. All applicants are asked to complete an application form and submit a résumé/cv and academic research-based writing sample. Please see http://www.duq.edu/writing-center/students/apply.cfm for more information and application forms.

Applications are being accepted immediately and will be processed as they are received.