

GSA Writing Advisor Position

October 28, 2019

University of Maryland, Baltimore County
Office of Graduate Student Life

WRITING ADVISOR - GRADUATE ASSISTANT POSITION, 20 hours a week – Spring 2020

The Office of Graduate Student Life (OGSL) is operated by the Graduate Student Association (GSA) to meet the needs of graduate students as they pursue degrees at the master's and doctoral levels in all disciplines at UMBC.

Job Duties

- Provides advice and support for all phases of graduate student writing and oral assignments, including organization, drafting, and editing.
- Assists graduate students with using grammar, sentence structure, and style appropriate for each academic task.
- Advises graduate students on a variety of documents, including essays, papers, applications, resumes, thesis and dissertation chapters.
- Maintains relationships with repeat advisees and meets the needs of one-time advisees.
- Supports both native and non-native speakers of English, as well as students from a variety of disciplines.
- In addition to individual sessions, the Writing Advisor is responsible for conducting a yearly writing workshop: for UMBC's Promise Success Seminar series, Dissertation House and IES. A familiarity with various style guides is helpful.
- Conducts occasional workshops on writing strategies relevant to graduate work (cover letter writing, citation use, essay prose, etc.).
- Promotes Writing Advisor role and services to UMBC graduate community.
- Updates, maintains and advertises Writing Advisor website content.
- Maintains tracking system for Writing Advising appointments.
- Works with E.A.A. and Communications Manager to promote the Writing Advisor.
- Submit a "Writing Tip of the Week" for the GSA Bi-Weekly Announcement.

- Prepares monthly report for the Executive Councils review and places in Google Drive/FY19 Reports.
- Attends Graduate School Orientation to inform students of this service.
- A positive attitude, strong time management skills, and a sense of humor are advantageous.
- Other duties as assigned (e.g. assisting with the Graduate Research Conference).

Qualifications & Requirements

- Strong interpersonal, analytical, oral and written communication skills required.
- A strong command of English, written composition and metalinguistic knowledge is critical.
- Commitment to diversity & team building is necessary to work with UMBC's diverse population and programming.
- Bachelor's degree, full-time enrollment in a UMBC master's or doctoral degree program & be in good academic standing with The Graduate School.
- Applicants may not hold a doctoral degree or have UMBC adjunct faculty status.
- Independent and self-motivated work ethic is crucial.
- Essential to be able to work independently and as a part of a team.
- A positive attitude, superior time management skills, patience & a sense of humor are advantageous.

OGSL Expectations

- Serves as a member of the OGSL and assists the OGSL & GSA in its mission of supporting and promoting graduate students.
- Collegially supports and assists the GSA Executive Administrative Assistant, the Communications Manager, and the Community Liaison.
- Collaborates with the OGSL team & GSA Executive Council to implement GSA's mission.
- Attends weekly OGSL team meetings, monthly Senate meetings, GSA Social Hours, Graduate Student Week events, the Graduate Research Conference, and The Graduate School events. Works 20 hours per week staffing the office.
- Maintains and develops knowledge of the Graduate Student Handbook, The Graduate School policies, and GSA policies.

This is a 20-hour/week assistantship including tuition remission for Spring, stipend for Spring 2020 and GA health insurance.

Please Follow Application Instructions Carefully – Your Application Will Not Be Reviewed Unless ALL Materials Are Submitted

Electronically submit:

- Your resume in PDF
- Your unofficial UMBC transcripts if already an enrolled UMBC graduate student OR official transcripts of other universities attended if a newly admitted UMBC graduate student
- Cover letter in PDF
- Contact information for faculty reference (Name, Title, Address, Email, Phone)

- 3 Various Writing Samples in PDF to:
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