Position Description

Date Position Open: April 8, 2020  
Position Closing Date: April 29, 2020

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.

These are academic-year positions with the highest demand in autumn quarter.

Autumn quarter | 20 hours/week

In autumn quarter, the positions are offered as graduate student appointments. In accordance with the Academic Student Employee (ASE) contract, the consultants will be provided a salary, tuition waiver, and health insurance for autumn quarter. The positions are salaried at the Premasters TA rate (Schedule I).

Winter & spring quarters | 14 hours/week

In winter and spring quarters, with the reduced hours, the positions change from graduate student appointments to hourly student appointments. The consultants will be paid hourly and they will no longer receive a tuition waiver or health insurance.

Note: There may be an opportunity to begin the position as an hourly appointment in summer quarter. Additional information will be provided as applicable.

Criteria for Eligibility:

- Must be a student entering the MSW advanced curriculum in autumn 2020. Priority consideration given to current EDP and Day students, though newly admitted advanced standing students with previous tutoring experience encouraged to apply.
- Students must be enrolled in a minimum of 10 credits to qualify for a graduate student appointment. 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 and small group tutoring sessions and writing support projects, including in-person and virtual options
- Offer tutoring sessions that focus on identifying the writer’s strengths, prioritizing their concerns, and successfully communicating complex strategies for resolving challenges
- Provide outreach to students, promote writing support services, and manage all scheduling
- Participate in 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:

- Critical understanding of social justice principles and theories and ability to apply them to the tutoring context
- Excellent interpersonal skills, including empathy and listening
- Excellent verbal communication skills, including use of accessible and respectful language
- Excellent leadership qualities, including problem solving, decision-making, collaboration, facilitation, and inclusion
- Strong self-awareness and engagement in critical self-reflection
- 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 ongoing efforts to build community in the writing center and to support successful writing at the School of Social Work

Preferred Qualifications:

- Experience receiving academic tutoring or mentoring
- Experience providing academic tutoring or mentoring (especially with underrepresented populations, including multiple language learners)
- A demonstrated commitment to equity and access in academic support services
- Experience working respectfully and effectively in groups
- Strong working knowledge of Soc W 500 and Soc W 501 course content, including key concepts, theories and issues
- Proficiency in finding and interpreting demographic data from the US Census or comparable government source and developing data tables and graphs

Application:

Complete the online application. 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 asked to complete in-depth supplemental questions. Finalists will be invited to a virtual Zoom interview.

Additional Considerations:

Applicants are encouraged to attend an info session to learn more about our center’s practice and to ask the current tutors any questions you may have about the position. To confirm the dates and times of the info sessions, 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.”