Position: Peer Writing Consultant
Office: CASA – Centers for Academic Success and Achievement
Location: Writing Center, Helmke Library
Supervisor: Kristine Frye, Writing Center Supervisor

Hours: Generally from 6 hours to 15 hours per week, Monday through Friday
Duration: Academic year when classes are in session; Contingent upon performance evaluation
Pay: Starting at $8.00 per hour. Pay increases contingent on department budget, performance evaluations, and achievement level of training/certification program.

Description: Peer Writing Consultants provide peer-assisted writing consultations to enhance student writing for specific assignments. Peer Writing Consultants report directly to the Writing Center Manager.

Required Qualifications:
- Currently-enrolled, degree-seeking IPFW student with at least one semester satisfactorily completed
- A minimum cumulative GPA of 3.0
- Received a B or higher in ENG W131 and ENG W233 (or equivalent courses)
- Faculty endorsement for the Peer Writing Consultant
- Availability to work a minimum of 6 hours per week

Preferred Qualifications:
- Students majoring or minoring in the discipline for which they wish to tutor
- Students with a minimum cumulative GPA of 3.5 in the major or minor discipline for which they wish to tutor
- Strong interpersonal communication and organization skills
- Availability to work 8-12 hours per week
- Students who are Federal Work Study eligible are encouraged to apply

Essential Functions:
- Meet with students individually or in small groups in the Writing Center to provide assistance in skills of academic writing. (70%)
- Complete training/certification program and attend CASA training workshops, in-services, etc. as instructed by the supervisor. (15%)
- Maintain availability hours in TutorTrac or other tutoring management database. (5%)
- Keep regular and accurate records of tutoring sessions in TutorTrac or other tutoring management database. (5%)
- Perform other duties as assigned by the supervisor. (5%)

Learning Outcomes Associated with Position:

Acquisition of Knowledge
- Demonstrate competent and outstanding knowledge in specific academic content areas
- Enhance content knowledge by actively engaging with content
- Demonstrate competent and outstanding skills in peer-based learning strategies
- Acquire skills in digital peer-based learning techniques
- Acquire skills in time management
- Acquire skills in academic success coaching
- Acquire skills in maintaining database information

Application of Knowledge
- Apply content in specified courses
- Apply peer-based learning strategies and academic success coaching

Personal and Professional values
- Adhere to personal academic integrity in accordance with university policy
- Adhere to highest professional standards to maintain certification

Sense of Community
- Provide leadership to others students in directing to campus resources
- Serve as a student leader and representative of the campus community
- Participate in community of peer learning assistants

Critical Thinking and Problem Solving
- Identify student learning needs
- Identify student needs for campus resources
- Model critical thinking skills in peer-based learning environment
- Apply learning strategies to meet student learning needs
- Recommend campus resources to meet student needs

Communication
- Acquire and apply skills in interpersonal communication, digital communication, and effective writing and speaking