Graduate Writing Coordinator – Career Services

The DiNitto Center for Career Services Graduate Writing Coordinator offers graduate students non-directive, non-evaluative feedback about their writing with the goal of improving writing and revision skills and assists students with writing projects, including research papers, resumes, cover letters,itas and fellowship applications.

The writing coordinator is responsible for the following duties:

• Meet individually with graduate students to review cover letters, resumes, and educational learning objectives for job andfield placement applications
• Review professional documents such as curriculum vitae and develop resource materials for graduate students and doctoral candidates who are in the process of searching for jobs or internships, etc.
• Meet individually with students to consult with them on their writing development, including work on APA-style research papers and other class writing assignments
• Develop useful handouts and professionalization materials for graduate students.
• Correspond and/or meet with faculty to receive up-to-date descriptions of course writing assignments and guidelines for evaluations of writing assignments.
• Serve as a resource for faculty and staff CV development
• Create and distribute printed materials for faculty and students with description of writing services offered to students and listing of the consultant’s weekly hours for the semester.
• Visit targeted classes, attend new student orientations in the School, attend a faculty meeting or faculty office hours, and introduce oneself via student and faculty list-serves to promote the consultant’s services.
• Make recommendations for augmenting library resources in the Career Services Center.
• Coordinate and/or facilitate various workshops per semester focusing on the following topics:
  o Research questions and strategies for graduate students in social work
  o Resume Workshops for students entering the field placement process.
  o APA style guide workshop and Endnotes Software training

Start date: As soon as possible
Compensation: $17/hr, average workload of 10 hours a week

Required Qualifications:
• MA in English or related field (flexible)
• Current enrollment in a graduate program at UT Austin
• Experience in writing consultation, especially at the graduate level
• Strong communication skills
• Familiarity in APA and/or technical and social science writing
• Skill in strengths-based writing assessment

To apply, please submit a letter of interest and current resume to Jennifer Luna at jennifer.luna@austin.utexas.edu and to Emma Hamilton at emmahamilton@utexas.edu