



The "Write Place" AAMU

Graduate Assistant

Job Description

- Assist Writing Center Director in management and day-to-day operations
- Consult with students, offering feedback & suggestions for their writing tasks
- Research identify, & create writing resources
- Conduct class visits to promote writing resources
- Conduct writing workshops/presentations
- Maintain Writing Center website content

To Be Eligible Applicants must:

- Be presently enrolled at A&M and maintain a minimum GPA of 3.0
- Successfully complete (earned an A or B) in both sections of Freshman Composition and demonstrated above average writing ability in any subsequent courses taken during undergraduate and graduate study.
- Exhibit strong interpersonal skills

Application Packet should include:

- The "Write Place" Employment Application
- A cover letter that describes your academic and extracurricular interests and commitments
- one letter of recommendation from a previous professor
- an unofficial transcript (*you may print you're A&M unofficial transcript by logging into your Banner account*)
- a prose writing sample (2–5 pages in length). The best samples are generally ones that present an argument of some kind rather than a summary. You may use an essay that was written for a class

Job Requirements:

- Complete an initial training then ongoing training throughout the term of employment
- Demonstrate engagement and growth in the position in order to maintain employment