



# The "Write Place" AAMU

## Work Study/non-tutor

### Job Description

- Provide support for Writing Center Director and Graduate Assistant in management of day-to-day operations (filing, copying, answering phones and other duties as assigned)
- Assist with class visits to promote writing resources

### To Be Eligible Applicants must:

- Be presently enrolled at A&M
- Maintain a minimum GPA of 2.5
- 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 your unofficial A&M transcript by logging into your Banner account*)

### Job Requirements:

- participate in ongoing training throughout the term of employment
- demonstrate engagement and growth in the position in order to maintain employment