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