

Application for Peer WRITING Consultant Position Colgate Writing & Speaking Center

The following are **minimum qualifications** for the position of peer writing consultant:

- Motivation to help peers with their writing.
- Interest in writing, language, and the teaching of writing.
- Knowledge of, and ability to teach, academic writing conventions.
- Evidence of strong communication skills, both written and verbal.
- 3.0 minimum GPA, including B or above in at least one course requiring 8+ pages of writing.
- Presence on campus in Fall 2019 and willingness to prioritize work for the center in your schedule. All new peer consultants must be able to work a minimum of 6 hours per week and attend New Staff Trainings every other Friday throughout the fall semester.

Hardcopies of the following materials should be submitted by 5:00pm on **Friday, March 8, 2019**.

Please print all documents single-sided and do not staple any pages together. Enclose your materials in a manila envelope or attach them together with an easily removable clip. Deliver to the **mailbox** of **Professor J. Lutman** in **213 Lathrop Hall**.

Incomplete or late applications will not be considered. If you are currently studying abroad or have any questions, contact Professor Lutman at jlutman@colgate.edu or (315) 228-7376.

ALL APPLICANTS for a writing consultant position must submit:

- This completed application **cover sheet** (see next page), including the name of **one faculty reference**. Your professor will receive an online form; he or she does not need to write a letter. Please be certain to ask your professor before you list him or her as a reference.
- A **statement of interest**. This is the most important document in your application. It should be an essay of between 500 and 1,000 words (printed single-sided) answering the following prompt: **What have you learned about college writing in your time here at Colgate so far, and what special skills and knowledge would you bring to helping other students with their work?** We look for statements that reflect your personality and motivation as well as your preparedness for this competitive position.
- An **academic writing sample with cover page**. The writing sample should be an essay you submitted for a college-level class, and on a cover page you should quote the original prompt or briefly describe the assignment. Choose a sample that demonstrates your **analytic writing** skills; please do not submit fiction, poetry, or other creative writing genres. Submit the essay as you originally submitted it for a grade (that is, please do not edit it). If you wish to explain changes you would make to your paper now, you are encouraged to do so in the cover page.
- A **résumé** or a neatly formatted list of your jobs, extracurricular activities, honors, and awards. Your résumé does not need to be certified by Career Services. Please note that senior peer consultants in the center will view this document; if you do not wish to disclose your GPA or other information to other Colgate students, do not include it.

**Application for Peer WRITING Consultant Position
Colgate Writing & Speaking Center**

Name

Student ID#

Colgate e-mail address

Cell phone

Expected graduation year (Class of __)

Date of birth

Declared or possible major(s)/minor(s); if undecided, please list favorite subjects at this point:

Provide the name of one Colgate professor as a **reference**. A letter of recommendation is not required; your professor will receive an online form that should take no more than 10 minutes to complete. Please remember to *ask your professor* for a reference before listing his or her name.

Professor's name:

Course/semester (e.g., Core Russia/ Fall 2014):

Employment in the center requires a 3.0 minimum GPA and evidence of success in writing-intensive courses. The director therefore requests either an official **academic transcript** from the Registrar's office **OR permission to review your academic record** through DegreeWorks. By signing below, you assent to the following statement and do not need to submit a transcript: "I hereby grant Professors Jennifer Lutman and Megan Varney permission to review my academic record online through DegreeWorks, including my courses, grades, and cumulative GPA. I understand that only Professors Lutman and Varney will view my record, and that they will not share its details with anyone."

Your Signature: _____ Date: _____

(or)

Transcript option: (Check only if applicable) _____ "I do not wish to grant access to DegreeWorks and will therefore be sending an official transcript to Professor Lutman."

Please submit this cover sheet with the rest of your required materials by Friday, March 8, 2019.