

## Student Job Description

Department: Office of Writing Programs Location: Writing Center (Schaffer Library)

Supervisor's Name: Joe Johnson

Please indicate hours/shifts available: Sunday through Thursday, 3:00 to 11:00 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Student Assistant

Duties and Responsibilities: This position provides administrative support for day-to-day operations at the Union College Writing Center, a student-staffed program designed to assist Union College students at any stage of the writing process, from initial brainstorming and idea development to final drafts. Duties include staffing the Writing Center Welcome Desk; maintaining files; making sure work areas have necessary supplies in place; creating and/or distributing posters, forms, and fliers; and general clerical duties (making on-campus deliveries, compiling data summaries, and etc.).

Qualifications for the Position: Students applying for this position should have a strong interest in writing and must be reliable and well organized. Good communication, digital media skills, and creativity are definite assets.