The Columbia School of Social Work (CSSW) Writing Center seeks applicants for part-time writing consultant positions in Fall Semester 2019.

Writing consultants work on-site with CSSW Master's Program and PhD students on writing for coursework, field placements, and applications. Students schedule appointments in advance and choose to meet online or in person. During meetings, students agree on a session focus with the writing consultant and review their writing progress to identify and develop transferable writing skills and strategies. Sessions, which last either 25 or 50 minutes, are aimed at bolstering student confidence and skills in writing, while helping students improve their drafts.

CSSW follows the Council on Social Work Education’s Educational Policy and Accreditation Standards related to diversity, social justice, and antiracist practices. CSSW courses reinforce a critical lens on power, racism, oppression, and privilege centered on anti-Black racism, and many student writing activities address frameworks and skills for anti-oppressive social work practice. As such, Writing Center staff development supports an interdisciplinary and antiracist teaching practice, informed in part by the clinical social work and social justice curricula at CSSW, and the Code of Ethics of the National Association of Social Workers.

Staff education incorporates the language, ideas, research, and literature of social justice education. Activities include an orientation and monthly staff meetings, observations of and by other staff members and the director, reflective notes after student sessions, review of relevant literature, and independent research and writing projects, all completed during scheduled hours.

**Qualifications include**:

* Graduate degree or current enrollment in a PhD program related to social work, teaching, composition / writing, or other relevant fields
* Relevant academic and professional writing experience
* Strong interpersonal skills to help respond with empathy, patience, and creativity to a wide range of student concerns
* Investment in contemporary issues of social justice and racial equity; and fluency with the language, ideas, research, and literature of social justice education
* Experience facilitating challenging conversations on dynamics of power and oppression involving but not limited to racism, sexism, ageism, ableism, genderism, heterosexism, and classism

**Preferred**:

* Motivation and experience to effectively engage in antiracist writing center pedagogy supporting student growth through CSSW’s writing curriculum
* College-level teaching experience including writing center work, classroom teaching, and/or evaluating student writing; or other relevant professional experience working to guide and support writers for their success
* Experience with / passion for social science writing, and knowledge of APA Style
* Intellectual curiosity and openness to adapting one’s teaching approach to the CSSW Writing Center’s unique learning environment

The Writing Center draws inspiration from core elements of social work, including its focus on social justice and intersectionality. As a part of CSSW, the Center seeks to contribute to an inclusive environment in which students and staff “feel safe, supported, and accountable within their individual experiences with privilege, power and oppression.” Qualified candidates from underrepresented groups and / or who have experience with and commitment to supporting writers from diverse linguistic and cultural backgrounds are strongly encouraged to apply.

Writing consultants must commit to a weekly schedule of 8 – 15 hours (min/max), to be determined prior to the semester. Applicants must be able to work on site at CSSW, as remote positions are not available. Writing consultants are paid $30 per hour. The Writing Center’s fall semester runs September 3 to December 13, 2019. Available shifts include weekday and weekend afternoons and evenings.

If interested, please contact Writing Center Director Adam Pellegrini at ap3149@columbia.edu. Include a cover letter in the body of your email and attach a resume and writing sample (research-based writing, whether academic or professional, is preferred). In addition, please provide at least two academic or professional references who can speak to your relevant skills, knowledge, and experience.

The CSSW Writing Center, as a part of Columbia University, is an Equal Opportunity / Affirmative Action employer.