

**Work Study Student Application**

**Duties and Responsibilities:**

The Writing Center work study position will assist with the following:

* Assists with making appointments on behalf of students via email, phone, or in-person.
* Answers the Writing Center phone line and determines how to resolve student concerns by directing students to the appropriate team member.
* Draws on a number of email templates with which to respond to student emails in the writingcenter@shawu.edu inbox, to include how to make an appointment, how an WC consultation works, how to find the Writing Center on Main Campus, how to cancel an appointment, and how to upload or download feedback from the WCONLINE system.
* Assists with tasks appointed by the Director of the Writing Center, Writing Center Specialist, and Writing Center Mentor.
* Assist with updating and maintaining the Writing Center’s social media presence, including scheduling Instagram and Twitter updates.
* Assist with the design of flyers, graphics, and other marketing materials.
* Collaborate with Writing Center staff on new ideas for engagement and events.
* Keep a clean work environment.
* Keep a daily log of work deadlines, work completed, and ongoing projects which need to be completed.

**Qualifications:**

* Must have good understanding of the writing process and knowledge of the conventions and mechanics of English. Strong writing skills and familiarity with correct grammar and mechanics, syntax, diction, and spelling preferred.
* Firm grasp of available social media tools and platforms, including Instagram, Twitter, etc.
* Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
* Strong communication and/or interpersonal skills, including effective telephone and in-person interactions.
* Ability to use Microsoft Office and other computer platforms.
* Excellent attention to detail.

**Submit application (see below) to writingcenter@shawu.edu.**

**Work Study Student Employment Application**

**Applicant Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | *Last* | *First* | *M.I.* |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | *Street Address* | *Apartment/Unit #* |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | *City* | *State* | *ZIP Code* |

Phone:

Shaw E-mail:

Classification (Freshman, Sophomore, etc.):

Are you a citizen of the United States?

If no, are you authorized to work in the United States?

What is your availability to work in the Writing Center?

 Monday:

 Tuesday:

 Wednesday:

 Thursday:

 Friday:

1. List and describe any administrative experience you have had:

2. List any of the campus activities and organizations you are a part of:

3. List any special technical skill sets you have (Canva, Adobe Photoshop, iMovie, etc.):

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |