

HMC WRITING CENTER

March 2015

Dear Applicant,

We appreciate your interest in becoming a HMC Writing Center consultant. The job requires patience and good listening skills as well as the ability to identify strengths and possibilities in other students' writing. We urge you to schedule a Writing Center appointment so that you better understand the responsibilities of the job. The consultants are also available to answer any questions you have about the position.

If hired, you will be expected to staff the Writing Center two nights per week (2 hour shifts), to attend weekly staff meetings (1 hour), and to contribute to other ad hoc Writing Center projects (such as workshop presentations, staff development activities, and data compilation). You also will be required to attend a series of training sessions throughout the year.

You must collect the signatures of two professors who endorse your candidacy. Please feel free to ask professors from technical departments and/or from Humanities, Social Sciences, and the Arts for their endorsement. We may contact them later with follow-up questions. You must also submit a sample of your writing along with the attached application. Please submit a thesis-driven essay for your writing sample.

Applications are due in the Writing Center by 5:00 pm Friday, March 27th (Ceasar Chavez Day). Interviews will be scheduled for Saturday, April 11th. If you are unable to participate in interviews on that day, please let us know in advance.

If you have questions or concerns, please contact Wendy Menefee-Libey at ext. 73626 or menefee@hmc.edu.

Good luck!

Sincerely,

The Writing Center Staff

HMC WRITING CENTER

CONSULTANT APPLICATION

(DUE IN THE WRITING CENTER BY 5:00 PM FRIDAY MARCH 27)

Name _____

Major _____ Class of _____

Professor Endorsement _____

Professor Endorsement _____

Will you be available for an interview on Saturday, 4/11?

Previous job-related experience (feel free to include a resume)

Please attach a separate page with a short answer (100-200 words) to **one** of the following questions:

- Describe your writing process.
- Why do you want to be a writing consultant?

Please also attach an example of your thesis-driven academic writing. If you want to submit an additional piece of technical writing, feel free!