

OVERVIEW

Graduate Writing Consultants work with students to improve their writing by assisting them throughout the writing process, from brainstorming to polishing. They get to know their students, their strengths and weaknesses, their personal learning style, their academic goals, and the expectations of their professors. When tutoring, they often teach by walking a student through the assignment, asking questions to guide the student towards finding and fulfilling their purpose for a particular task or assignment. In focusing on writers as individuals, they also assist students in developing their sense of voice within the parameters of their own goals.

DUTIES AND RESPONSIBILITIES

Graduate Writing Consultants are responsible for leading one-on-one or small group sessions that are tailored to the needs and goals of students. Along with other duties not delineated below that are also assigned with the guidance and support of the Writing Center Director, they have the following responsibilities:

- Providing students positive and constructive feedback, keeping in mind best practices for mindset and motivation
- Working with students to help them identify key study skills and timelines for their course assignments
- Assisting students with finding and connecting with other resources and campus offices
- Strengthening and reinforcing their own knowledge of writing, tutoring, and teaching skills, including (but not limited to) assisting students using different sensory modalities, tutoring students through the writing process and multimodal work, higher and lower order concerns, and style guides
- Following university protocols for difficult situations, including identifying students in distress
- Maintaining professional communication and working conditions
- Participating actively in meetings and events, including contributing to staff development and training
- Developing and presenting information for class visits, workshops, and other outreach functions
- Developing and distributing resources for tutoring sessions and other student support functions



A “Day in the Life” of the Graduate Consultant

The majority of consultants’ time is spent working one-on-one with Georgia College students to improve their writing skills. When tutoring is not scheduled, consultants may do any of the following:

- Visit classes to share information about the Writing Center and how to create appointments
- Create resources to support students and other consultants
- Prepare presentations for open houses or consultant training sessions
- Enhance their own learning by studying resources available at other schools and reviewing lessons for Writing in the Disciplines (WID)