**Office of Graduate Student Life / Graduate Student Association Writing advisor**

UMBC Office of Graduate Student Life

**GRADUATE ASSISTANT POSITION, 20 hours a week – AY 2024-2025**

The Office of Graduate Student Life (OGSL) is operated by the Graduate Student Association (GSA) to meet the needs of graduate students pursuing degrees at the master’s and doctoral levels in all disciplines at UMBC.

**Job Duties:**

* Provide guidance and support for all phases of graduate student writing and oral assignments, including organization, drafting, and editing.
* Assist graduate students in using appropriate grammar, sentence structure, and style for various academic tasks.
* Advise graduate students on a range of documents, such as essays, papers, applications, resumes, thesis, and dissertation chapters.
* Maintain relationships with repeat advisees and address the needs of one-time advisees.
* Support both native and non-native English speakers and students from diverse disciplines.
* Conduct yearly Writing and Literature Review Workshops, and potentially additional workshops, requiring familiarity with various style guides.
* Occasionally host workshops on writing strategies relevant to graduate work, such as cover letter writing and citation use.
* Promote the Writing Advisor role and services to the UMBC graduate community.
* Collaborate with the GSA Secretary to update and maintain the Writing Advisor website content.
* Maintain a tracking system for Writing Advising appointments.
* Work with the Office of Graduate Student Life to promote the Writing Advisor's services.
* Submit a “Bi-weekly Writing Tip” for the GSA to post.
* Prepare monthly reports for review by the Executive Councils and archive them appropriately.
* Attend Graduate School Orientation to inform students of the Writing Advisor service.
* Collaborate with other writing centers/assistants on campus to refer students to the appropriate help facility.
* Develop written procedures and guidelines to ensure continuity of Writing Advisor support and training of new hires.
* Perform other duties as assigned, such as assisting with the Graduate Research Conference.

**Qualifications & Requirements:**

* Strong interpersonal, analytical, oral, and written communication skills are essential.
* A strong command of English, written composition, and metalinguistic knowledge is critical.
* Commitment to diversity and team building to work effectively with UMBC’s diverse population.
* Bachelor’s degree required.
* Applicants may not hold a doctoral degree or have UMBC adjunct faculty status.
* Independent and self-motivated work ethic is crucial.
* Ability to work independently and as part of a team.
* A positive attitude, superior time management skills, patience, and a sense of humor are advantageous.

**OGSL Expectations:**

* Serve as a member of the OGSL and assist in its mission of supporting and promoting graduate students.
* Collegially support and assist the GSA Executive Administrative Assistant, the Communications Manager, and the Community Liaison.
* Collaborate with the OGSL team and GSA Executive Council to implement GSA’s mission.
* Attend weekly OGSL team meetings, monthly Senate meetings, GSA Social Hours, Graduate Student Week events, the Graduate Experiences, Achievements, and Research Symposium, and The Graduate School events. Work 20 hours per week staffing the office.
* Maintain and develop knowledge of the Graduate Student Handbook, The Graduate School policies, and GSA policies.

Note: This position offers a 20-hour/week assistantship, including tuition remission for Fall and Spring, stipend for AY 2023-2024, and GA health insurance.

**Application Instructions:**

Please follow the application instructions carefully. Your application will not be reviewed unless all the following materials are submitted electronically to [gsa@umbc.edu](mailto:gsa@umbc.edu) :

In the subject line of the email please provide the following: **Last Name Writing Advisor Position**

Please PDF all items below into one document:

* Your resume in PDF
* Cover letter in PDF
* References must include faculty or advisor information
* 3 Various Writing samples

GSA

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