

WAC job description

Undergraduate Writing Assistant

The role of the undergraduate writing assistant (WA) is to help students in writing intensive courses develop their writing skills. WAs do this by:

- Giving written feedback on student writing
- Meeting with students 1:1 to discuss their writing
- Offering workshops on writing-related issues, either in class or outside of class

WAs do not tutor course content separate from writing assignments, and WAs do not grade or assign value to student work in any way.

Work commitment includes

- 8-10 hours a week on average, sometimes 2, sometimes 15.
- Mandatory 4-day training either August 30 – Sept 2, or Jan 10-13th.
- Three mandatory monthly check-in meetings per semester with WAC administrative staff
- Three visits to the class in a semester
- One mandatory meeting with faculty in the first two weeks of semester (or before) to sign work agreement form
- Every-other-week check-in with faculty, either in person or through e-mail/phone calls
- Maintaining weekly work logs, with notes from faculty check-ins

Compensation: \$1,300.00, paid in 3 lump sums.

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