



## **JCU Writing Center Undergraduate Consultant Application**

The Writing Center seeks enthusiastic undergraduate students from every major to work as consultants. To prepare for the demands of the position, undergraduate students must enroll in and complete English 290 (Tutoring Writing across Contexts), a 3-credit course that is offered every spring semester. Enrollment in the course is limited to students who complete the application process described below and receive approval from the Director. Please note that completion of the course does not guarantee a position; hiring decisions depend upon position availability and a student's overall success in the EN 290 course.

### **Who Can Apply**

To be considered for enrollment into EN 290, a student must:

- have completed Seminar in Academic Writing (EN 125) or will complete it at the end of fall semester
- be a strong writer who desires continuous improvement
- demonstrate ease with collaboration and communicate well with others
- be willing to contribute material to the Writing Center's blog and social media accounts

### **How to Apply**

The EN 290 course is capped at 15; applications are accepted during fall semester until the course is full. Please deliver completed applications to the English Department on the second floor of the O'Malley Center c/o Maria Soriano or the JCU Writing Center (OC 207). Please include the following elements:

- completed Writing Center consultant cover sheet (next page)
- the name and contact information of a college instructor who has seen evidence of your written and interpersonal communication skills
- a writing sample—a polished academic essay that you have written for a college course that is at least 5 pages

### **Questions or Further Clarification?**

Contact Maria Soriano, Writing Center Director, at [msoriano@jcu.edu](mailto:msoriano@jcu.edu) for any additional information or visit the Writing Center's website: <http://sites.jcu.edu/writingcenter>.



## JCU Writing Center Undergraduate Consultant Application

### Part I: Contact Information

Name:	Date:
Phone number:	
Email address:	
Mailing address:	
Major and minor (if applicable):	
Year (circle one):	Freshman      Sophomore      Junior      Senior

### Part II: Reference

Please provide the name and contact information of a college instructor who has seen evidence of your written and interpersonal communication skills.

Name:
Department and course(s) you took with the instructor:
Email address:
Office phone number:

### Part III: Experience

Have you ever worked as a writing tutor?    Yes    No

If yes, please briefly explain your experience and qualifications. Feel free to use the back of this form, or attach additional pages as necessary.

### Submission Instructions

Return this completed form and your writing sample to the English Department in the second floor of the O'Malley Center, c/o Maria Soriano, or the JCU Writing Center (OC 207).