

Please note: Only students, staff, and faculty affiliated with Purdue's West Lafayette campus are eligible to sign up for our consultation services or group programs.

THINGS TO DO

Virtual Graduate Writers' Room

May 2 | 10 a.m. - 12 p.m.

Writers' Rooms are dedicated times for graduate writers to work on their academic writing projects (e.g., scholarly articles, dissertations, etc.). Writers should plan to spend most of the two-hour block in independent writing; however, Writing Lab tutors will be available for very brief, limited consultations if concerns arise during the writing time. Check our <u>online scheduler</u> for more times and programs.

Writing Consultations

Monday-Friday until May 6 | 9 a.m. - 9 p.m.

Our consultants are standing by for face-to-face and remote, virtual consultations. You can choose an online (live chat), etutoring (asynchronous email), or a face-to-face appointment. There are a limited number of appointments available after 6 pm. Check our <u>online scheduler</u> for more information. <u>More information on our consultation options...</u>

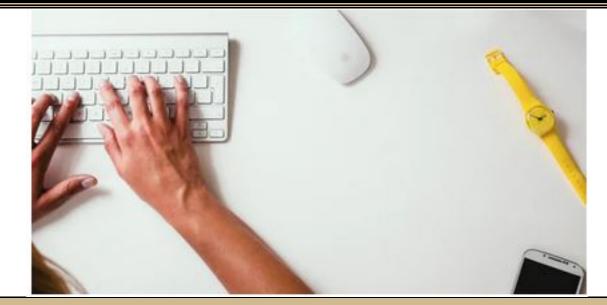
English Conversation Groups Monday-Friday *until April 29*

If you are a Purdue University student or scholar whose first language is not English, the Writing Lab's conversation groups are a terrific way to improve your fluency and expand your vocabulary. <u>More info on English Conversation Groups...</u>

- Virtual Monday 10:30 a.m. 11:30 a.m.
- **Tuesday** 3:30 p.m. 4:30 p.m.
- Wednesday 5:00 p.m. 6:00 p.m.
- Thursday 10:30 a.m. 11:30 a.m.
- **Friday** 2:30 p.m. 3:30 p.m.

SIGN UP HERE

SPOTLIGHT ON...



Graduate Tutor Positions in the Purdue Writing Lab

The Purdue Writing Lab will be hiring several graduate students from across campus to serve as writing consultants for the academic year 2022-2023. Consultants work with writers one-to-one on any document in any stage of the writing process. The goal is for the writers to improve as writers, so consultants need to adjust the support they offer to meet writers where they are in their learning about writing. Sessions are highly conversational, and the use of questions is encouraged. For more details about the position, check out our FAQ.

Position Details:

- The position is a .50 FTE graduate assistantship involving 20 hours per week of work.
- The work schedule is 18 consistent hours per week. There is flexibility to work around other commitments when setting your schedule, but you should expect to work those same hours each week with few exceptions.
- The remaining 2 hours allow your attendance at occasional all-staff meetings.
- Consultations are a mix of in-person, video chat, and email commenting, but all work hours occur in person.
- Consultants sometimes work on other Writing Lab programs in place of tutoring hours (e.g., facilitating a workshop).
- The week prior to each semester will be used for orientation meetings and trainings. This is part of your paid hours, and you must be present.

Required:

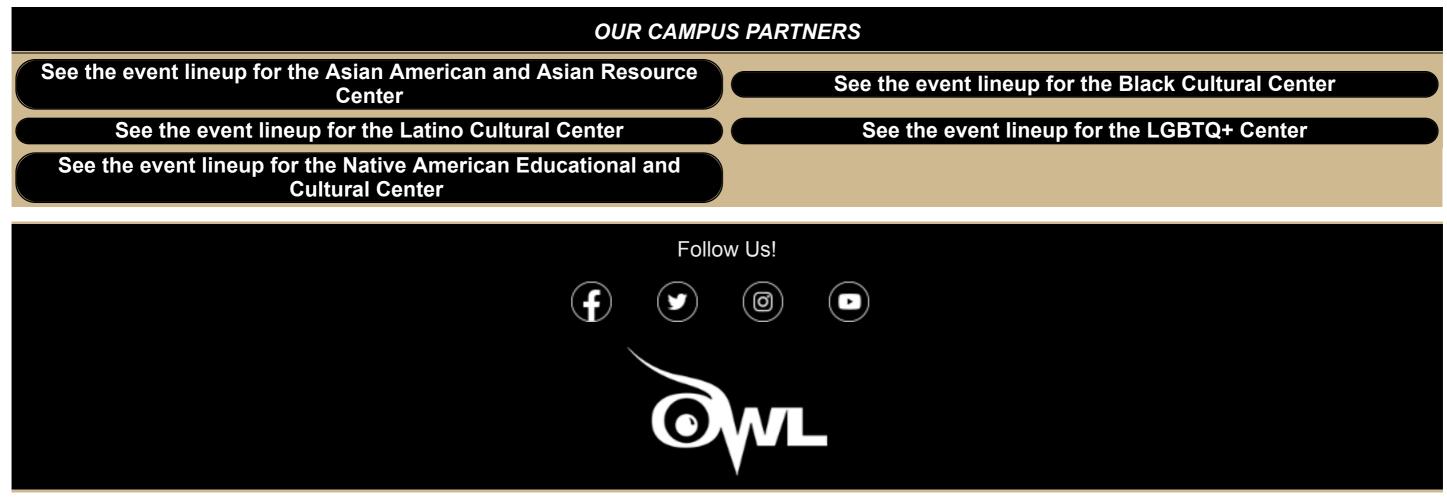
- Enrolled in credit hours at the West Lafayette campus of Purdue University during the time you work
- Eligible for a .50 FTE assistantship working 20 hours per week
- Experience working with students, preferably in a one-to-one setting
- Experience writing a mix of genres (class assignments, job documents, etc.)

Preferred:

- Experience teaching a class, especially one that involved writing assignments
- Experience tutoring writers on their documents

To Apply: Send the following documents by May 27, 2022, to Vicki Kennell, Associate Director, at vkennell@purdue.edu

- Updated CV
- Brief cover letter explaining what you bring to this position, what you hope to gain professionally or personally from the position, and anything else you think we need to know.
- Name and contact information for 2-3 Purdue professors who can speak to your experience and skills



Questions? Email us at <u>writing.lab@purdue.edu</u>. Please share this newsletter with **Purdue students, faculty, and staff** and encourage them to <u>subscribe</u>.