

**ISU Academic Success Center**  
**Writing and Communication Consultations**  
**Graduate Assistant**  
**Fall 2023 – Spring 2024**

**About ISU Academic Success Center**

The Academic Success Center (ASC) provides opportunities for students to develop skills that promote success, practice leadership, and become self-directed learners through the delivery of centralized, high-quality academic support services that are responsive to the needs of the campus community.

**About Writing and Communication Consultations**

Through the Academic Success Center, communication consultants offer individualized assistance to students across the disciplines working on any form of written, oral, visual, or electronic communication. In addition to consultations, the team offers workshops and other programming to serve the campus community. These resources are free and available to all students. Writing and Communication consultations are housed in Hixson-Lied Student Success Center and are also offered online.

**Position Overview**

The Writing and Communication Consultations Graduate Assistant works to mentor, supervise, and train communication consultants. This role also schedules outreach presentations upon request for the campus community and as part of the graduate assistant team, supports the day-to-day programs, research goals, and decisions in the Academic Success Center.

**Responsibilities:**

- Supervisory and Pedagogical Support (50%)
  - Participate in the hiring and onboarding of new communication consultations
  - Design and lead weekly, 1-hour meetings for new communication consultants
  - Design and lead monthly all-consultant meetings
  - Serve as a mentor for undergraduate communication consultants by:
    - Co-facilitating consultations and workshops with new consultants.
    - Conducting observations of consultations and workshops led by undergraduate consultants
    - Presence on-site in Hixson-Lied to provide support while in office
- Administrative (50%)
  - Attend required administrative meetings and assist with all-ASC events as needed
  - Monitor the presentation request software for writing and communication presentations and schedule those presentations with consultants and requester

- Monitor the writingsuccess email and Navigate software as needed to help support communication consultants
- Assist in the development of custom communication workshops

### **Qualifications:**

- Enrollment as a graduate student at Iowa State University
- Experience working in a writing center and/or as a teacher or tutor focusing on communication (written, oral, visual, and/or electronic)
- Experience in a leadership or mentoring role – this can be in a variety of contexts, academic or otherwise
- Ability to work as part of a team
- Desire to implement and grow in understanding DEI principles for application within the ASC
- Ability to interact professionally with students/staff of varying ethnic groups, cultures, backgrounds, learning preferences, and dispositions

### **Dates of Employment:**

- One week before each semester through finals week (with renewal the following year based on satisfactory performance)
- Guaranteed time off for university holidays and Fall, Spring, & Winter Break

### **Hours**

- Hours are based on ¼ time (10 hours) or ½ time (20 hours) assistantship appointments.
- Hours are flexible and can be scheduled around classes. These are scheduled within ASC office hours (typically 9 am-5 pm with occasional evening events).
- Hours are in-office only.
- Time off can be requested for professional events like conferences.

### **Compensation:**

- Fall-Spring: ½ time assistantship
- Full explanation of Benefits for Graduate Students is in the [Graduate College Handbook in section 3.2.5.](#)

### **Application Steps**

We recommend setting up an appointment with a communication consultant to review your application materials, such as the resume and cover letter.

Please be prepared to complete the following items:

- Application, which includes:
  - Contact and academic information

- Name and contact information for a professional reference
- Resume
  - Your education, including your current major and GPA, should be clearly listed.
  - Include all job, academic, and/or leadership experiences that may be relevant to this role.
- Cover Letter
  - Please be sure to address how you meet all required qualifications (commitments and skills) listed above with 1-2 specific examples. Please address how your current experiences be an asset to the ASC and how can the ASC benefit your academic and/or career journey.
- Communication Sample (for example, essay or creative writing up to 15 pages, PowerPoint presentation, website)
  - Provide a sample based on something you are confident with and be prepared to discuss in an interview how this demonstrates your written, oral, visual, and/or electronic skills. This can be a combination of materials.

**Deadline: TBD**

We will reach out to selected applicants via email to schedule potential interviews after the applications close. Any questions about application materials should be sent to Coordinator for Writing and Communication Consultations, Rachel Mans McKenny: [rmckenny@iastate.edu](mailto:rmckenny@iastate.edu)