Communication Consultant
Spring 2023

About the Academic Success Center
As a high-volume academic support unit housed within the Dean of Students Office, the ASC helps students identify and achieve their learning objectives. Writing and Communication Consultations offer individualized assistance to undergraduate and graduate students across the disciplines working on any form of written, oral, visual, or electronic (WOVE) communication. Communication Consultants do not edit students’ papers, but instead help students evaluate and improve the effectiveness of their own work.

Position Description
We are now accepting applications for Communication Consultants for the Spring 2023 Semester. Duties will include the following:

• Offering individualized assistance to undergraduate students and graduate students across the disciplines working on any form of WOVE communication
• Delivering outreach presentations and workshops to classes and student organizations
• Developing content for workshops
• Tabling to represent the ASC at events

Required Onboarding and Training
(all training is compensated time)
• Complete mandatory onboarding
• Attend a one-day Orientation (tentatively scheduled for Sunday, January 15, 2023 1:00p-6:00p)
• Participate in “Introduction to Writing Center Theory and Practice,” a one-credit course for new Communication Consultants
• Attend 2 mandatory all-staff meetings per semester (Fridays 3:00–4:30; employees excused for classes)
• Attend at least two Pedagogy Trainings each semester

All majors are encouraged to apply. Students eligible for College Work-Study are encouraged to apply.

Required Qualifications
• Must be a Sophomore, Junior, or Senior as of Fall 2022
• Enrolled in an undergraduate program at Iowa State University and in good academic standing
• Commitment to learning about diversity, equity, and inclusion and applying this knowledge to your work
• Willingness to take on the responsibility of being a peer role model
• Self-confidence in oral and written communication skills, including interpersonal communication
• Excellent interpersonal skills
• Willingness to work with graduate students
• Highly motivated and eager to learn

Preferred Qualifications
• Cumulative GPA of 3.0 or above
• One-on-one tutoring experience
• Experience working with English Language Learners

Dates of Employment: January 15, 2023- May 16, 2023 (with renewal in the fall based on satisfactory performance)

Guaranteed Time Off
• Spring Break and all University holidays

Hours
• Hours are flexible and can be scheduled around classes.
• Hours are available Sunday through Friday between 9:00 AM and 9:00 PM.
• Undergraduates can work up to 20 hours/week on campus.

Compensation: $15/hr

Application Steps
Please be prepared to complete the following items:
1. Application Information
2. Resume/CV
3. Cover Letter
4. Writing Sample

Deadline: October 31, 2023
We will reach out to selected applicants via email to schedule potential interviews after the applications close

Questions?
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