



## **Graduate Assistant – Writing Center**

Missouri State University – Fall 2025

### **Background**

The Writing Center at Missouri State University supports students, staff, and faculty across disciplines in developing writing skills through collaborative, student-centered consultations. Our mission is to help writers at all levels and stages of the writing process become more confident and effective communicators.

Writing Consultants engage students in active, dialogue-based sessions that foster critical thinking, revision strategies, and ownership of their work. We value inclusive, accessible, and empowering support for a diverse campus community.

### **Position Summary**

The Graduate Assistant (GA) serves as an Assistant Director of the Writing Center. This position supports the daily operations of the Writing Center and helps develop undergraduate consultants through training, mentorship, and oversight.

### **Responsibilities**

- Assist the Director of the Writing Center in supervising and training undergraduate Writing Consultants.
- Support the planning and facilitation of orientation, ongoing training, and professional development.
- Evaluate Writing Consultants' performance through observations and feedback sessions.
- Participate in the hiring process, including recruitment, interviewing, and selection of new consultants.
- Help schedule consultant shifts and assist with appointment management.
- Contribute to the creation of writing support resources and workshop materials.
- Collect and analyze usage data and feedback to support continuous program improvement.
- Promote the Writing Center's mission through campus outreach and faculty collaboration.

### Preferred Qualifications

- A bachelor's degree in English, education, communication, or a related field.
- Experience tutoring or mentoring diverse student populations.
- Familiarity with writing center theory or pedagogy (preferred but not required).
- Strong interpersonal skills and the ability to collaborate across departments.
- Excellent written and oral communication skills.

Learn more about Graduate Assistantships here:

<https://graduate.missouristate.edu/assistantship.htm>

### Length of Appointment

This is a two-year graduate assistantship covering the fall and spring semesters.

### Application Procedure


Submit the following materials in PDF or Word format:

- Cover Letter
- Resume
- [Graduate Assistant Application](#)

**Application Deadline: Monday, May 12, 2025, at 12:00 PM**

Submit Materials to:

Michael Frizell, MFA  
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