

Library Writing Assistant - student position (2019-20)

Hours	5-10 hours per week (may include evening and Saturday hours)
Term	1-2 years
Supervisor	Karl Stutzman, kstutzman@ambs.edu
Compensation	\$11.00 per hour

Summary: AMBS Library provides writing services for AMBS students. The library seeks a student assistant with excellent writing ability to help fellow students improve their academic writing. The writing services assistant will read and comment on student writing and meet with students seeking writing help.

Responsibilities include but are not limited to:

- Serve as a writing tutor for AMBS students, with tasks such as:
 - Improving overall structure
 - Correcting grammar and style, especially for those whose first language is not English
 - Proofreading
 - Flagging plagiarism and citation errors
- Maintain regular office hours, during which students can drop in for consultations on various writing-related questions

Qualified applicants are all of the following:

- Fluent English speaker.
- Highly accurate and proficient in graduate-level English academic writing, with strong understanding of English grammar, punctuation, and style.
- In the second (or higher) year of studies at AMBS.
- Applicants must obtain recommendation by AMBS faculty member for excellence in writing.
- Skilled in customer service, especially relating to persons of diverse ethnic and cultural groups.
- Comfortable with library resources and research tools.
- Reliable and punctual. Availability to work needed shifts.
- Able to stoop, bend, reach 25+ lbs.; possess visual acuity.

Students from underrepresented groups and international students with appropriate language skill are encouraged to apply. Successful completion of training and/or skill tests may be a condition of ongoing employment. Non-students (especially student spouses and former students) may be considered if no current students are available.