

Graduate Assistantship in Writing Center

Job Description

The Writing Center is hiring for one to two GA positions to provide one-on-one tutoring in writing; assist director with supervising and mentoring staff; collect, synthesize and report usage data; develop digital PR materials; and participate in creating and conducting workshops. We are especially interested in applicants who would be able to continue next Spring. (The WC is not open during the summer.)

Semester/Date of Position

Fall 2025

Salary/Tuition Remission

The position comes with an hourly wage of \$10.70 per hour. It also comes with tuition remission based upon the current credit hour rate within the successful hire's graduate program. The number of credit hours covered will vary based upon the student's program.

We are offering

a 10 hour a week position (with maximum allowable tuition remission not to exceed \$2625)

OR

a 15 hour a week position (with maximum allowable tuition remission not to exceed \$3937)

OR

a 20 hour a week position (with maximum allowable tuition remission not to exceed \$5250)

Days and Hours Required for Position

Available to work 10 **or** 15 **or** 20 hours each week, as outlined above. (The Center is open MW 9:00-8:00; TTh 9:30-8:30; F 9-3:00, Sun 1-6:00; possible evenings and weekends are required but built around class schedules).

Qualifications

Experience in tutoring/teaching writing would be ideal, but any applicant should have superior writing and communication skills, and the ability to work with students from a variety of disciplines and to effectively address writers' needs. Our service is not simple proofreading (simply focused on 'fixing the paper'), but instead focuses on helping writers to develop their skills; in sessions the focus is on helping the client evolve their writing process and strategies. Applicant should be self-motivated and resourceful, with the ability and initiative to assume a mentor and leadership role for undergraduate staff.

Only graduate students enrolled in a Xavier degree or licensure-seeking graduate program, registered for a minimum of 6 credit hours each semester, are eligible to work in a graduate assistantship position. The WC prefers fulltime students for the GA position, but is open to other applicants.

Upon hiring, [On-Campus Employment Forms](#) are required before employment begins.

Requested Application Materials

Please submit a resume, the application, and a one-page essay stating qualifications. (Specify if you

are applying for the 10, 15, **or** 20 hour per week position.)

The graduate assistantship application is found on the following webpage:

[://www.xavier.edu/graduateschool/graduate-assistantships/applying-for-graduate-assistantship](http://www.xavier.edu/graduateschool/graduate-assistantships/applying-for-graduate-assistantship)

Contact Information

Please send all application materials and questions regarding the position to:

Rebecca Todd
toddr@xavier.edu

Please send all general questions regarding graduate assistantships to XUgrads@xavier.edu or call 513-745-3957.

All application materials must be received no later than Monday, March 24th, 2025.

Thank you for attending Xavier University and for your interest in the graduate assistantship position.