The Graduate Division’s Graduate Writing Center is pleased to announce that it is hiring two Graduate Writing Consultants.

**Open to UC Berkeley doctoral students in all disciplines.**

**Job Title:** Graduate Writing Consultant, 50% time (20 hours/week; $29.02/hour), includes in-state tuition and fee remission.

**Dates:** July 1, 2022 to May 31, 2023. Potential for renewal.

**Hiring Unit:** Graduate Writing Center, Graduate Division

**Responsibilities**

Graduate Writing Consultant responsibilities will include the following:

- Research and develop materials for workshops and presentations;
- Research and create written and/or multimedia content for the Graduate Writing Center website;
- Organize panel presentations and workshops on writing and publishing;
- Assist graduate students in understanding best practices in writing;
- Organize and facilitate graduate writing groups and boot camps;
- Conduct research on the impact of writing support programs on graduate students;
- Assist with planning, setup, and execution of Graduate Writing Center events;
- Additional duties as assigned.

**Skills/Qualifications**

**Required Skills/Qualifications**

- Exceptional skills in academic and professional writing and in conducting research;
- Outstanding oral communication and interpersonal skills;
- Ability to work collaboratively as part of a team;
- Multicultural competencies and experience working and interacting effectively with diverse groups of students, faculty, and staff.

**Preferred Skills/Qualifications**

- Advanced to candidacy by the beginning of the appointment (July 1, 2022);
• Experience teaching writing;
• Experience working as an editor;
• Experience with web design tools such as WordPress.

Benefits of Graduate Writing Consultant Positions

• **Paid position**: 50% time (20 hours/week; $29.02/hour), includes in-state tuition and fee remission.
• **Professional and career development**: Graduate Writing Consultants will develop skills that can be applied to a variety of career paths within and beyond academia.
• **Service to campus**: Graduate Writing Consultants will play an important role in assisting graduate students in completing their degrees in a timely fashion, developing confidence in their writing skills, and fostering collaboration and community among graduate students.

Application Instructions

To apply, please complete [this Google form](#). You will be asked to upload a cover letter explaining your qualifications for the position and a current CV. Please address your cover letter to Sabrina Soracco, Director, Graduate Writing Center.

Applications are due by 11:59 p.m. PT on Friday, May 6, 2022.

*NB*: Finalists will be asked to provide contact information for three references.