Frequently Asked Questions about Becoming a Graduate Writing Consultant

Who uses the Graduate Writing Center and why? Graduate students across the campus seek peer guidance for a variety of writing projects (seminar assignments, conference presentations, thesis proposals, and more) at any stage of the writing process (brainstorming and getting started, developing and revising, editing and polishing). While some students may be grappling with a particular challenge such as coming to terms with an unfamiliar genre or negotiating language differences, the Graduate Writing Center offers all graduate student writers the benefit of talking through ideas and strategies with a knowledgeable peer.

- If you feel confident about (and find pleasure in) the process of writing and if you also enjoy talking with others about their writing, you could be a helpful, effective consultant for students who visit the Graduate Writing Center.

Will I meet with graduate students only in my academic discipline? How can consultants work effectively with writers working on unfamiliar topics? Although you may meet with students from your program, you are more likely to meet with students who are working in disciplines and academic writing styles that are new to you. You will also meet with both graduate student writers who are native English speakers and graduate student writers for whom English is a second (or third or fourth) language. Our pre-semester training and ongoing meetings will prepare you for working with advanced writers, including multilingual writers, across disciplines and also give you the chance to learn from other consultants about writing in their disciplines.

- If you are interested in learning how scholars forge their voices and advance their research perspectives within diverse disciplinary genres, you likely have the rhetorical curiosity and flexibility a graduate writing consultant needs.

What is the overall time commitment and compensation? Is this a one- or multi-semester appointment? All new consultants must attend a pre-semester workshop—typically from 10-2 pm the Tuesday, Wednesday, and Thursday before the start of the Fall or Spring semester. Except for breaks and holidays, the Graduate Writing Center is open from the first week of the semester through the last day of classes with each consultant scheduling up to six one-hour appointments each week. You will participate in biweekly staff development meetings. You will be paid $15 an hour for all training workshops, staff meetings, preparation for workshops and meetings, and consultation hours. Graduate writing consultants commit to one semester and are eligible for renewal if they are working satisfactorily within the Graduate Writing Center’s guidelines and are in good standing with their programs. For those graduate writing consultants who continue beyond two semesters, the pay increases to $18 an hour.

- Through a combination of tutoring experience and ongoing training, UVM graduate writing consultants also qualify for the College Reading and Learning Association’s Level I, II, and Master tutor certification.

Can I serve as a graduate writing consultant if I already have an assistantship or fellowship? If your assistantship or fellowship does not preclude additional campus employment and if your other academic obligations leave you with some free time in your schedule, you can apply for a graduate writing consultant position. But because your advisor or program director will need to approve this additional employment, please check before applying. International students should also check with the Graduate College.
• Although graduate writing consultants typically work 10 or fewer hours each week during the semester, give consideration to all of your—class, assistantship, thesis, family etc.—commitments before applying.

**How will my schedule be determined?** Before the first week of the semester you will decide what days and times you can be available for appointments, and you will also decide how you would like potential tutees to contact you (phone, email). The Graduate College will then send to all graduate students the available hours and contact information for the graduate writing consultants; the Graduate Writing Center website advertises your availability as well. Interested students will contact you to arrange for an appointment at a time that works for you both.

• Visit the current “Make an Appointment” * section of our website for examples from current consultants of appointment availability.

**Where will tutoring take place?** Consultants and students meet either in the Graduate Writing Center in Waterman or in the Graduate Writing Center cubicle in Bailey Howe.

• To support graduate student writers who are enrolled in distance-degree programs or who work off campus, we are especially seeking consultants who are also interested in working with writers online via Skype and Google Docs.

*If the above “Make an Appointment” Link is not working for you, copy and paste this into your browser: http://www.uvm.edu/wid/writingcenter/GWC/?Page=appointments.html or return to the Graduate Writing Center page and click “Meet the Consultants & Make an Appointment” in the main navigation menu on the left.