



# Student Employment Job Description

Job Title:	Peer Consultant
Position Type:	Part Time
Pay Rate and Length:	\$10/hr. - One Semester
Reports to:	Richard Davidson
Department Name and Location:	Writing Center in Compass Center

## Position Overview:

Earn valuable work experience to gain a competitive edge for future internships and employment opportunities.

## Responsibilities and Duties:

- Address grammar, punctuation, and structure issues in student papers
- Ensure student assignments are meeting instructors' criteria
- Assist students with APA and MLA formatting
- Keep area supplies stocked during shift (i.e. printer paper, pens, staples, etc.)
- Sign students in and out of the Writing Center
- Other duties as assigned by supervisors

## The ideal candidate will have the following skills:

- Strong work ethic
- Ability to work with minimal supervision and direction
- Stress management
- Positive attitude
- Willingness to improve skills and learn from experience