

Online Writing Coach Intern – Fall Semester 2017

Description: The Writing Coaching program works with university departments, programs, and faculty in coordinating individualized and group writing support for students seeking to improve their writing skills. The online writing coach provides writing support to students through the Rutgers Learning Centers, across a range of academic disciplines and in a variety of courses other than those taught through the Rutgers Writing Program.

Location: College Avenue Campus Learning Center

Start Date: September 18, 2017

Hours: 5 – 7 hours/week (flexible)

Responsibilities: The scope of the online writing coach's responsibilities include synchronous and asynchronous writing support to individual undergraduate and graduate students; clarifying and understanding the students' writing concerns; identifying areas for improvement; providing comments using a writing rubric that includes thesis statement, organization, paragraph development, sentence structure, mechanics, and punctuation; completing a writing coaching report after each session; complying with student confidentiality; attending regularly scheduled writing coaching meetings; and performing other duties as assigned.

Qualifications/Requirements: All applicants must demonstrate knowledge of the writing process and possess strong understanding of sentence structure, grammar, mechanics, and style; be in good academic standing with a 3.5+ G.P.A; possess a writing sample; experience with ESL writing instruction preferred; and ability to work with a wide range of students with diverse backgrounds.

Major: Humanities and Sciences, Education, and the Social Sciences or a related field of study emphasizing writing preferred.

Additional Information: This is an unpaid internship. Candidates are encouraged to seek college credit through their academic department.

To apply: Submit a resume and cover letter on our website at rlc.rutgers.edu/intern

Contact: Shawn Taylor, Director of Assessment, Research and Writing Coaching

Phone or Email: (848) 932-1662 sktaylor@echo.rutgers.edu

Application Deadline: September 1, 2017