



**Alliance University Writing Program**  
**2 Washington Street, New York, NY 10004**  
**19th Floor**  
**Contact: [thewritingcenter@allianceu.edu](mailto:thewritingcenter@allianceu.edu)**

## The Writing Program / Writing Center Application

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**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Student ID#:** \_\_\_\_\_

### **Position Applying For:**

- Undergraduate Peer Writing Consultant
- Graduate Peer Writing Consultant
- Database Coordinator
- Training Coordinator
- Program Assistant
- Writing Program Lab Assistant

### **Sex:**

- Male
- Female

**Program of Study (Major):** \_\_\_\_\_

**Cumulative GPA:** \_\_\_\_\_

### **Academic Year:**

- Freshman
- Sophomore
- Junior
- Senior

**Have you ever worked for Alliance University?:**

- Yes
- No

**If yes, when?** \_\_\_\_\_ **Which department?** \_\_\_\_\_

**Academic References:**

Please list the names, email addresses, and departments of two instructors who are familiar with your writing and willing to recommend you. Please ask their permission before listing them.

1. \_\_\_\_\_

2. \_\_\_\_\_

**Work/Professional References:**

Please list the names, email addresses, and departments of two instructors who are familiar with your writing and willing to recommend you. Please ask their permission before listing them.

1. \_\_\_\_\_

2. \_\_\_\_\_

**Short Response Questions**

**Thoughtfully answer these short response questions in a separate document (maximum two typed, double-spaced pages):**

1. Why do you wish to work for The Writing Program?
2. Describe your unique writing process—how might it influence your tutoring methods?
3. What experience/skills can you bring to the Writing Center?
4. What technology experience/skills do you have with Google Drive and its components, such as Google Docs and Hangouts?

## What is a Writing Consultant?

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### Why does the Writing Center exist?

It is our goal to push the overall caliber of writing at Alliance University to even higher levels and even more impressive standards. Essentially, we are working to teach the “language” of writing. We call this, ‘influencing the culture of writing.’ We do not “fix” every student paper—our goal is to produce better writers, not primarily better papers.

### What are we?

We work together with professors to serve as a secondary resource for students, helping them engage in the writing process and learn how to manage the various structures and styles required in their assignments. This includes Writing Across the Curriculum, in disciplines as varied as the sciences as well as liberal arts.

### Who are we?

Peer writing consultants, trained throughout the semester in helping students develop, outline, research, and edit their writing. We assist in anything from brainstorming to formatting. Our primary focus is to encourage students to find their own voice and think critically about works of literature, articles, and more.

### Requirements for application:

1. Submit the following application forms to the Writing Center:
  - a. Writing Program Application (this document)
  - b. Writing sample (An Academic Research Paper that clearly shows your writing and research skills.)
  - c. Resume
  - d. Unofficial copy of your transcript, which can be attained online via the student portal. (Note: applicants must have an A or A- in all writing courses.)
  - e. Copy of your most current class schedule
2. Must have a 3.5 cumulative G.P.A. or higher
3. Must be available for meetings, orientations, training, and seminars throughout the semester.
4. Have 5 hours available for the On-Call Schedule

## Writing Center Philosophy

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**Our desire is to see students develop and thrive as writers, whether they are on the graduate or undergraduate level.**

- We encourage students to engage in all stages of writing and pre-writing
- We offer support and tutelage across all disciplines, genres, and formats
- We facilitate students' own efforts and processes, empowering them to take full command of their own writing
- We evaluate each student individually to determine the best means of instruction and support

**To that end, the Writing Center works in partnership with Alliance University and ATS faculty, serving as a supplemental resource available to all students.**

*I have read this philosophy and agree to abide according to the guidelines established by the Writing Center. As a Consultant, I commit to attending training, orientation, and meetings when required. I understand that my sessions may be observed without notice for the quality of service I offer and that there will be a 60-day probationary period during which I will be evaluated to determine my fitness for service in the Writing Center. I understand that failing to abide by this contract may result in my termination.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**[Please fill out your availability below]**

**Write FREE in the times you are available. Please consider your schedule beforehand. Also, note that you may or may not be asked to fulfill all times indicated.**

<b>Hours of Shift</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>10 AM - 11 AM</b>						
<b>11 AM - 12 PM</b>						
<b>12 PM - 1 PM</b>						
<b>1 PM - 2 PM</b>						
<b>2 PM - 3 PM</b>						
<b>3 PM - 4 PM</b>						
<b>4 PM - 5 PM</b>						
<b>5 PM - 6 PM</b>						
<b>6 PM - 7 PM</b>						
<b>7 PM - 8 PM</b>						
<b>8 PM - 9 PM</b>						

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Orientation Date (New Consultants Only): \_\_\_\_\_

Hired:            [Y]            [N]

Forms Received:

- CSW
- W-4
- I-90
- Schedule
- Writing Sample
- Two forms of I.D
- Class Schedule
- G.P.A. Check

Processor Initials: \_\_\_\_\_

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**HOW TO SUBMIT THIS APPLICATION**

- 1.) **To save this document with your entered information:**
  - Select: File => Save As
  - Name this document: \*Your Name\*-- Writing Program Application
  - Attach in an email (use email to also include documents listed in Step 2 below)
  
- 2.) **To ensure we receive all your documents together, please attach all of the following in the same email:**
  - This Application
  - Your Short Responses (Please send as a PDF)
  - A Writing Sample (Academic Research Paper)
  - Resume
  - Copy of your most current Class Schedule
  - Unofficial Copy of Transcript
  
- 3.) **Please include in the --To-- field all of the following email addresses:**
  - thewritingcenter@allianceu.edu
  - [beverley.locke@allianceu.edu](mailto:beverley.locke@allianceu.edu)
  - regine.blackman@allianceu.edu
  
- 4.) **Please title your email -- “Submission: Writing Program Job Application”**