**Are you a graduate student who has strong critical thinking, organization, and writing skills? Are you looking for paid work that will improve your editing and teaching skills?**

**The MPA and MES programs are seeking a Writing Assistant for the 2018-2019 academic year. Here are the job description, qualifications, and instructions for applying.**

Preference will be given to applications received by September 14, 2018.

**Position Title:**Graduate Program Writing Assistant (this is a student position)

**Hours/Week:** minimum of 10, maximum of 19

**Begins:**Late September/Early October 2018

**Ends:** June 2019

**Employer:** MPA & MES Programs

**Rate of Pay:** $15/hour

**Location:**Office space provided in Lab 1, 3rd floor.  Much of the work is done virtually.

**Contact Person/Supervisor:** Kevin Francis, MES Director

**Job Description:**The Graduate Program Writing Assistant supports students in the MPA and MES programs to improve their writing and analytical skills. This requires meeting with students individually or in groups to improve the organization, structure, grammar and tone of their assignments, as well as with the quality of their arguments and analysis. Past Writing Assistants found that most of their work was done via the internet or through phone conversations, necessitating fewer office hours. The ideal candidate will have the ability to prioritize competing projects successfully, and will have a high level of flexibility around when and where they perform their work.

**Qualifications:**This position is open toEvergreen MPA or MES students who have completed the first year of Core coursework in either program OR first-year students who have a strong background in communication or prior experience as a writing mentor. A successful applicant must have:

* Knowledge of grammar, argument, and rhetoric and the ability to edit and evaluate graduate-level writing assignments
* Knowledge of public administration and/or environmental studies literature and research design
* Strong interpersonal and communication skills
* Teaching or tutoring experience (preferred)
* Flexibility about scheduling office hours that include some late afternoons, evenings, or weekends
* Ability to adhere to the college's policies on student employment and not work more than 19 hours per week in on-campus student employment

**To apply:** submit a letter of interest, resume, and writing sample to Kevin Francis ([francisk@evergreen.edu](https://webmail.evergreen.edu/owa/redir.aspx?C=VRAyniZwA16nZmC3vpwdzNp5vS9dq85DFXJ3dyviUFk22U4I5Q3WCA..&URL=mailto%3afrancisk%40evergreen.edu)) by September 14.