**MPA/MES WRITING ASSISTANT**

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

The MPA and MES programs are seeking a Writing Assistant for fall, winter, and spring quarters of the 2019-2020 academic year. Here are the job description, qualifications, and application details.

**Application Deadline: Monday, September 16, 2019, 5 pm**

**Position Title:**MPA/MES Writing Assistant (this is a student position)

**Hours/Week:** minimum of 10, maximum of 19 (hours may vary based on student demand for assistance)

**Begins:**October 1, 2019 (approximate)

**Ends:** June 2020

**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/Reports to:** Kevin Francis, MES Director

**Job Description:**The person in this position assists students in the MPA and MES programs in improving their writing and analytical skills. This requires meeting with students individually or in groups to improve the editing, 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.  Flexibility around where and when one does this work is a must. In addition, this person will visit Evergreen’s Tacoma campus at least once during fall quarter to meet with its MPA cohort (mileage will be reimbursed).

**Qualifications:**This position is open toEvergreen MPA or MES students, with preference given to students who have completed the first year of Core coursework in either program. A successful applicant must have solid working knowledge of grammar, argumentative structure, and the ability to provide feedback on diverse genres of graduate-level writing. Knowledge of public administration and/or environmental studies literature and research design is important. Strong interpersonal skills are required.  Previous tutoring experience is preferred but not required. Must have some flexibility about scheduling office hours, including some late afternoons, evenings, or weekends. Must be able to adhere to the college's policies on student employment and not work more than 19 hours per week in on-campus student employment.

**Submit:** A letter of interest, resume, and writing sample to Kevin Francis: [francisk@evergreen.edu](mailto:francisk@evergreen.edu). Please contact Kevin with any questions about the position.