

**UWF WRITING LAB ASSISTANT
APPLICATION DEADLINE – May 30, 2003**

QUALIFICATIONS FOR UWF WRITING LAB ASSISTANTS

Applicant must be a **graduate or undergraduate student** enrolled during the semester(s) in which he or she plans to work.

Applicant must be available for **mandatory training the week before fall semester begins.**

Applicant must also be available for **follow-up training** (grammar sessions and tutoring techniques) every Monday morning of each fall semester from 8 to 9 a.m.

Applicant must be **proficient in the use of standard written and spoken English.**

Applicant must complete an **application.**

Applicant must complete a **grammatical knowledge survey.**

Applicant must be **interviewed by the Writing Lab Director.**

HOURLY WAGE

Starting hourly wage for new lab assistants is \$6.00 an hour. This starting hourly wage is probationary for one semester. Graduate students who work at least 10 hours a week in the Lab are eligible for a matriculation waiver.

WORKLOAD

Students may work in the Writing Lab as a tutor and/or paper reader ten to forty hours a week, depending on their availability and course loads.

SCHEDULES

Scheduling is flexible. Lab assistants' schedules are determined based on student traffic and lab assistant availability. Preference is given to lab assistants who are available on Thursdays, Fridays, and Saturdays.