

Graduate Writing Consultant Tufts University

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Posted Aug. 2, 2024, set to expire Dec. 31, 2024

Job Title	Graduate Writing Consultant
Department	School of Arts & Sciences: Child Study & Human Development
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Consultant
Academic Field(s)	Student Services Communications/Public Relations
Job Website	http://apply.interfolio.com/151194
Apply By Email	

Job Description

This consultant will support the writing process for graduate students in the department. Consulting will take the form of individual and group consulting, as well as one workshop per semester in the thesis workshop. Writing support would take the form of (1) developing ideas and outlines with students; (2) revising and improving on academic writing relating to proposals, theses, dissertations, and grants; (3) grammatical editing; and (4) supporting the development of writing skills for graduate school and beyond. On a weekly basis, the preferred structure would include individual consultation and direct written feedback, regular small group writing sessions organized around themes to be determined, and at least one brief check in per semester during the thesis workshop time (Monday evenings 4:30-7pm EST). Our graduate program includes a master's program with about 50 students per year currently, and a PhD program between 2 and 5 students per year. Significant student writing projects include master's theses, master's capstone papers, dissertations, empirical and theoretical qualifying papers, and grants. Our student population represents a wide range of academic backgrounds and experience

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with academic writing, with some students from our own undergraduate department to students respecializing from other areas, and various levels of fluency in writing in English. We are looking for someone who can support writing skills in a supportive and equitable manner to align with the values of our department.

Qualifications

Preferred candidates will have a background in academic writing in human development and past experience with consulting graduate students on writing processes. This role will be the equivalent of one course for fall and spring semester of the 2024-2025 academic year.

Application Instructions

All applications are submitted via Interfolio, at apply.interfolio.com/151194. Applicants should submit the following: letter of application including teaching and diversity statements, CV, sample syllabus if available, student evaluations if available, and 2 letters of recommendation. For application questions, please contact Mary Ellen Leone, Department Manager, Eliot-Pearson Dept. of Child Study and Human Development maryellen.leone@tufts.edu. Review of applications will start immediately and continue until the position is filled.

EEO/AA Policy

Tufts University, founded in 1852, prioritizes quality teaching, highly competitive basic and applied research, and a commitment to active citizenship locally, regionally, and globally. Tufts University has also committed to becoming an anti-racist institution and prides itself on the continuous improvement of diversity, equity and inclusion work. Current and prospective employees of the university are expected to have and continuously develop skill in, and disposition for, positively engaging with a diverse population of faculty, staff, and students. Tufts University is an Equal Opportunity/Affirmative Action Employer. We are committed to increasing the diversity of our faculty and staff and fostering their success when hired. Members of underrepresented groups are welcome and strongly encouraged to apply. See the University's Non-Discrimination statement and policy here <https://oeo.tufts.edu/policies-procedures/non-discrimination/>



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact