**Writing Specialist**

Writing Specialists (WS) assist with the development of academic writing skills, clarification of assignment requirements, and research skills with student-athletes during regularly scheduled and/or walk-in appointments. WS focus on the writing process and assist in brainstorming, outlining, and reviewing drafts. WS are required to participate in the English Department/CFLC trainings.

WS must possess strong organizational, interpersonal and communication skills, possess an attention to detail and a strong sense of integrity. During scheduled appointments, WS must be able to deal with transitional periods and other established commitments while working alongside other part-time employees. WS must have the ability to work with students that have learning differences or other unique academic challenges.

**Qualifications**
- Applicant must have a BA or BS
- Boston College graduates and/or current BC graduate student preferred
- Highly recommended juniors & seniors may also be considered

**Requirements**
- Available for a minimum of 6 hours over at least two days/nights
- Capable of working nights and weekends and attending monthly training
- Ability to work with a diverse population of students
- Demonstrate understanding and adherence of specific principles and standards of ethical conduct

**Compensation**
$13 – $20/hr.

**Contact**

Ashley Grigsby  
617-552 – 0616  
grigsbya@bc.edu

Michael Harris  
617-552-8669  
harrisvs@bc.edu