**Application for Writing Consultant Position**

**FOR THE ACADEMIC YEAR 2019-2020**

**Deadline:** 3:00 p.m., Friday, April 5, 2019 in 420A 4th Libe

Because we do new-consultant training in New Student Week and during fall term, applicants must be able to begin work Fall Term 2019. *No exceptions.* New consultants may study off campus during Winter or Spring 2020. Students who are not on campus in Spring 2019 may apply during Winter 2019 for the 2019-20 academic year; early applications are due February 28, 2019 by 3:00 p.m. in 420A 4th Libe.

Last Name

First Name

Primary email address

Secondary email address (if applicable)

Current residence hall and room number, or your local address

Phone number(s)

Class year

Major

If you have completed your sophomore year, have you completed the portfolio requirement?

If not, why not?

Name of professor who has sent or will send us a recommendation/nomination for you

Please tell us the maximum number of hours you anticipate being able to work as a Writing Consultant during the 2019-2020 academic year:

<table>
<thead>
<tr>
<th></th>
<th>Fall 19</th>
<th>Winter 20</th>
<th>Spring 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Will you be off-campus this coming Spring Term 2019?  Yes [ ]  No [ ]

All consultants must be willing and able to accept assignments as course-specific Writing Assistants and/or in the Writing Center, depending on program needs. Check here if you accept this requirement: [ ]

**Checklist of Required Application Materials**

- This completed form
- Cover letter (read the job description and tutor expectations carefully before applying; we also strongly encourage applicants to see the Career Center's website on writing cover letters at [http://apps.carleton.edu/career/students/application/cover_letters/](http://apps.carleton.edu/career/students/application/cover_letters/), and to visit the Writing Center for feedback)
- Résumé (contact the Career Center at x4293 for assistance, or consult their website at [http://apps.carleton.edu/career/students/application/resumes/](http://apps.carleton.edu/career/students/application/resumes/), and consider visiting the Writing Center for feedback)
- Endorsement from a faculty member who is familiar with your writing skills and/or your ability to work effectively with peers on their writing. (Please ask the faculty member to send a brief email, in which s/he outlines in a few sentences why s/he thinks you would make a good writing consultant, to Kathy Evertz, Director, Academic Support Center, at kevertz@carleton.edu.)
- A sample of your academic writing at Carleton (with or without the professor's comments) along with a copy of the assignment (or a summary of the assignment). *Please submit a copy, not the original paper, because we do not return writing samples to applicants.*

Questions? Contact Kathy Evertz, Director, Academic Support Center (kevertz, x4015) or Erik Warren, Program Assistant, Academic Support Center (ewarren, x4027)