

## Writing Services Assistant

**Department:** Library

**Supervisor:** Karl Stutzman, [kstutzman@ambs.edu](mailto:kstutzman@ambs.edu)

**Hours:** Varies according to load, 0-10 hours/week

**Pay:** \$12/hour

**Anticipated start date:** December 1, 2022

Application review begins immediately and will continue until the position is filled.

**Summary:** AMBS Library provides writing services for AMBS students. The library seeks a student assistant with excellent writing ability to help fellow students improve their academic writing. The writing services assistant will read and comment on student writing.

### Responsibilities and duties:

- Serve as a writing tutor for AMBS students, with tasks such as:
  - Improving overall structure
  - Correcting grammar and style, especially for those whose first language is not English
  - Proofreading
  - Flagging plagiarism and citation errors
- Respond to queue of incoming writing support tickets
- Make appropriate referrals

### Qualifications and skills:

- In second year or above of AMBS study
- Highly accurate and experienced in graduate-level English academic writing (English as a first language not required - we just need experience and accuracy)
- Reliable in completing assigned work in a timely manner
- Respectful of boundaries (e.g. confidentiality)
- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required

### To apply:

1. Fill out the online student employment application
2. Email to Karl Stutzman ([kstutzman@ambs.edu](mailto:kstutzman@ambs.edu)):
  - a. one paragraph expressing your interest in and qualifications for this position
  - b. one example of your graduate-level academic writing

**Hiring policy**

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

*\*\*\*\*HR or Student Services Internal Note\*\*\*\**

*Date description was written/updated: 10/13/2022*