

Job Details:

Job Type: Student Employment/Part Time Jobs

Job Location: Online

Wage/Salary: \$15.00

Hours per week: Up to 19

Job Begins: 10/5/2020

Job Ends: 06/30/2021

Community Opportunity Database (CODa) posting: #17422

Job Description:

Are you a graduate student who has strong critical thinking, organization, and writing skills?

Are you looking for paid part-time work that will improve your editing and teaching skills?

The MPA and MES programs are seeking a Writing Assistant for fall, winter, and spring quarters of the 2020-2021 academic year. The person in this position assists students in the MPA and MES programs in improving their writing and analytical skills. This requires meeting with students individually or in groups to improve the editing, structure, grammar, and tone of their assignments, as well as the quality of their arguments and analysis. All work will be done remotely via Zoom or phone.

Qualifications:

This position is open to Evergreen MPA or MES students, with preference given to students who have completed the first year of Core coursework in either program. A successful applicant must have solid working knowledge of grammar, argumentative structure, and the ability to provide feedback on diverse genres of graduate-level writing. Knowledge of public administration and/or environmental studies literature and research design is important. Strong interpersonal skills are required. Must have some flexibility about scheduling office hours, including some late afternoons, evenings, or weekends. Must be able to adhere to the College's policies on student employment and not work more than 19 hours per week in on-campus student employment.

Application Instructions:

To apply, please submit a letter of interest, resume, and writing sample to Mike Crow (crawm@evergreen.edu) before Friday, October 9 at 5:00 p.m. Please contact Mike with any questions about the position.