Job Description

Job Title: Writing Fellow

Position reports to: Librarian

Role of the Writing Fellow

The aim of the Writing Support service is to help students become more confident, effective writers, and to develop and polish written communication skills – delivered in a student-focused, welcoming, supportive and friendly environment. Writing Fellows will work with students of all levels and disciplines on a wide variety of assignments and projects, such as essays, presentations and reports.

Based within the BU London Library, the Writing Service is designed to be available to students when they require this, and to fit around timetabled periods of teaching and internships, so evening work to 8pm is an essential and regular feature of the Writing Fellow role. It is envisioned that the Writing Service will also be offered one weekend per semester, subject to confirmation.

Primary purpose of the role

- Offer pre-booked 30 minute 1-1 sessions with students, both in-person and remotely via zoom.
- During un-booked time, offer surgery-style drop-in sessions, in-person and remote, for all students to ensure the Writing Service is providing as much assistance as appropriate.

Support to students include, but is not limited to, the following areas:

- Clarity, organization and argument development
- Sharing and discussion of initial ideas
- Time management and organization
- Outlining initial ideas
- Presenting and integrating evidence/quotations
- Revising and revision techniques
- Refining style and voice
- Citations/avoiding plagiarism, and techniques for editing and self-proofreading
Experience and qualifications

Essential:

- Educated to bachelor’s degree level
- Previous teaching and tutoring experience to undergraduate level
- Flexible approach to the role and ability to work evenings
- Ability to plan, manage workloads, organise and work with minimal supervision
- Excellent communication skills, both orally and in writing
- Empathetic approach to students, and ability to establish and maintain positive interpersonal relationships with key stakeholders in the Writing Service, such as Faculty members, and all BU London colleagues
- Previous experience of using educational technology such as Blackboard, and Zoom

Desirable:

- Master’s degree
- Experience of working with international students and/or US Study Abroad

Signatures

(Reporting Manager)

Signed................................................................. Date.................

Name.................................................................

Job Holder

Signed................................................................. Date.................

Name.................................................................

This description is not intended to be a complete statement of job content, but rather to serve as a general guide to the essential functions of the position. Boston University retains the discretion to add or change the duties of the position at any time.