Department of Sociology
Writing Center TA Job Description

Under the general direction of the faculty writing center coordinator, the Writing TA is responsible for:

1. Providing one-on-one writing conference consultation for undergraduates in selected sociology courses
2. Working with the faculty writing center coordinator to deliver programs designed to improve undergraduate writing
3. Coordinating with instructors who require writing in their courses, in order to:
   a. communicate regarding assignments and/or deadlines;
   b. provide assistance to instructors who want to improve the quality of their writing assignments, where appropriate
4. Organizing sessions late in the autumn quarter to assist seniors with their writing in graduate and professional school applications
5. Coordinating with the other campus units, such as IWP or CIDR, where appropriate to improve writing instruction in the department