

## Writing Coach and TA Positions in the Program in Writing and Communication

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### Writing Coaches

The Program in Writing and Communication (PWC) at Rice University invites graduate students to apply to be Writing Coaches in the First-Year Writing-Intensive Seminar (FWIS) program in the Fall of 2023. To be eligible, applicants must be in good academic standing and be making progress toward their degree.

Each Fall, FWIS 100 courses help students who receive a “not satisfactory” grade on their incoming composition exams to develop their writing skills in preparation for a general FWIS in the Spring. They are content-based, three credit hour seminars in which writing plays a significant role in the assignments, instruction, and grading. FWIS 100 course enrollment is usually capped at 15 students. For more information about the FWIS program, visit <https://pwc.rice.edu/programs/first-year-writing-intensive-seminars>.

Coaches will work individually with FWIS 100 students to guide them as they identify and address weaknesses in their academic writing. There will be one Coach assigned per FWIS 100 section, and each Coach will have a direct relationship with the section instructor, similar to a TA. Responsibilities include holding individual meetings with each student (five 45-minute meetings per student), and assisting in 1-2 classroom activities. Unlike a TA, there is no expectation that the Coach will have to prepare any lessons or assist in the grading. All of these duties can be completed virtually. Regular attendance of the course is not required.

To apply, candidates should submit electronically the application materials listed below to Dr. Elizabeth Cummins-Munoz, FWIS 100 Director, ([ecmunoz@rice.edu](mailto:ecmunoz@rice.edu)) by February 17<sup>th</sup>, 2023. We will continue to accept letters of recommendation until February 24<sup>th</sup>, 2023.

#### Application Materials

- Cover letter
- CV
- Scholarly writing sample
- One letter of recommendation that addresses the candidate’s teaching experience (ask recommender to send letter directly to Dr. Cummins-Munoz)

Compensation: We anticipate between 5 and 10 hours of work per week for each section, depending on the number of consultations to be held. Coaches will be paid \$16/hour.

For more information, please contact Dr. Dave Messmer ([dmessmer@rice.edu](mailto:dmessmer@rice.edu)), Director of the First-year Writing-Intensive Seminar Program.

### Teaching Assistants

The Program in Writing and Communication (PWC) at Rice University invites graduate students to apply for Teaching Assistant positions in the First-Year Writing-Intensive Seminar (FWIS) program in 2023-2024. To be eligible, applicants must be in good academic standing and be making progress toward their degree.

FWIS courses introduce first-year students to the interesting questions or challenges in a field of study. They are content-based, three credit hour seminars in which writing plays a significant role in the assignments, instruction, and grading. FWIS course enrollment is capped at 16 students.

FWIS TAs work closely with faculty to support the communication instruction in FWIS courses. TAs should expect to lead roughly two weeks of classes, to grade half of the papers, and to attend most class meetings. To prepare for this role, TAs are strongly encouraged to attend the FWIS faculty training seminar in August, for which participants receive a stipend.

To apply, candidates should submit electronically the application materials listed below to Dr. David Messmer, Director of FWIS ([dmessmer@rice.edu](mailto:dmessmer@rice.edu)) by February 17<sup>th</sup>, 2023. We will continue to accept letters of recommendation until February 24<sup>th</sup>, 2023.

#### Application Materials

- Cover letter
- CV
- Scholarly writing sample
- One letter of recommendation that addresses the candidate's teaching experience (ask recommender to send letter directly to Armeshia Love)
- Progress Toward Degree Form

Compensation: Teaching Assistants earn \$3,000 per FWIS.

For more information, please contact Dr. Dave Messmer ([dmessmer@rice.edu](mailto:dmessmer@rice.edu)), Director of the First-year Writing-Intensive Seminar Program.