

The  
Writing  
Center

Gray Wolf Hall, Room 150  
425-388-9406  
[www.everettcc.edu/writingcenter](http://www.everettcc.edu/writingcenter)

Contact: Ann Harrington, Coordinator  
Gray Wolf Hall, Room 306  
425-388-9309  
[aharrington@everettcc.edu](mailto:aharrington@everettcc.edu)

## Writing Assistant Application

We welcome your application to become a writing assistant for the Everett Community College Writing Center. The Center has a long history of working with writers—for English, Sociology, History, Science, or for enjoyment, or for strengthening rusty skills.

We do not expect that our writing assistants know everything there is to know about grammar, mechanics, and punctuation; we do expect, however, that they be strong writers who have a desire to be critical readers, provide feedback, and talk about writing and the writing process. For that reason, the **requirements for becoming a writing assistant are: completion of English 101 or equivalent with a grade of B or better, a minimum GPA of 3.0, and a desire to be part of a professional and academic student support environment.**

Here are some typical activities a writing assistant might encounter over the quarter:

- Talking with students about their writing assignments
- Helping students get started writing by reviewing the assignment and working through brainstorming or other pre-writing methods
- Providing feedback on rough drafts, and suggesting areas for revision
- Directing students to Writing Center resources and other writing resources
- Helping students compose and draft on a computer
- Checking on (but not evaluating) student progress
- Maintaining the Writing Center's daily operations, making copies, keeping student files orderly, etc.
- Participating in independent projects to strengthen the Writing Center resources

All new writing assistants register for English 150 (Tutor Training and Practice) for at least one quarter of training. In subsequent quarters, writing assistants may elect credit or pay (work study or institutional funds, if available) with the approval of the Writing Center Coordinator. The training seminars meet Wednesdays at 2:00 p.m. All writing assistants must be able to attend.

The writing assistant application process consists of these steps:

1. Completion of the application form (attached)
2. Submission of an instructor's written recommendation or name
3. Submission of an academic writing sample (a copy of at least one paper from any course)
4. An interview with the Coordinator

We hope you will join us. As you offer us your talents, we can offer you a strong supportive atmosphere to nurture your own writing skills as well as the excitement of watching writers benefit from your guidance.

Please keep this information sheet for your records. Once you complete the application please bring it and any attached documents to the Writing Center.

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**Writing Assistant Application**

Name \_\_\_\_\_ Date: \_\_\_\_\_

Student ID# \_\_\_\_\_ Applying for: F W S quarter (circle one)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Academic History**

**Current EvCC GPA:** \_\_\_\_\_

**Other GPA (if not yet a current student)** \_\_\_\_\_ **Name of institution?** \_\_\_\_\_

English/Composition/Other Writing Courses:

(course) (instructor) (quarter/year)

- 1.
- 2.
- 3.
- 4.

Instructor to contact for a recommendation: \_\_\_\_\_

Instructor's email or contact information: \_\_\_\_\_

Or, attach letter of recommendation.

**Please answer the following questions: (you may attach a separate sheet)**

1. Please tell us why you are interested in becoming a writing assistant for the Writing Center:

2. Please take a few moments to reflect on your own strengths and challenges as a writer. What do you do well? What do you need to work on?

3. Please describe any work/education experience you may have had that showcases your communication skills:

4. A required part of becoming a writing assistant in the Writing Center is the ability to be prompt, courteous, communicative, and be willing to work independently. Mandatory training seminars are held each week during the quarter on Wednesdays from 2:00 to 3:00 p.m. List any obstacles that might prevent you from attending these weekly sessions.

Thank you for your application. Have you attached an academic writing sample?

Please return the completed application to:

The Writing Center, Gray Wolf Hall, Room 150/or email your application to:  
[thewritingcenter@everettcc.edu](mailto:thewritingcenter@everettcc.edu)

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**For Office Use Only:**

**Recommendation received:**

**GPA:**

**Recruitment date:**

**Notes:**