



Federal Work Study Copper Country Center Student Writing Consultant

Gogebic Community College is seeking students for a part-time position in the Copper Country Center as the Student Writing Consultant.

This position pays \$12.00 per hour and may provide up to 5 hours per week.

It is important that there is recognition, acceptance, and adherence to the GCC mission and philosophy from our Federal Work Study employees.

Gogebic's Mission

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

Job Description:

- The Student Writing Consultant will tutor and assist GCC Copper Country Center students with composition, grammar, syntax, and other aspects of writing for essays, research papers, and other written assignments for any GCC courses.
- This position will work with students both face-to-face and virtually from an assigned office space at the Copper Country Center in Houghton, MI.
- The working hours for this position are flexible to fit into one's schedule, but they must be consistent throughout the semester.

Minimum Qualifications:

- Prior completion of ENG 101 and ENG 102 with a B or higher
- Ability to identify errors in English composition, grammar, and syntax. This shall be demonstrated through review of a sample writing as part of the application process.
- Strong communication skills
- Ability to provide feedback in a professional and cordial manner
- Basic understanding of videoconferencing and other relevant computer applications

Education/Career Related Benefits:

- This position will provide substantial experience with, and opportunities to develop skills in, several key areas.

These include:

- Tutoring
- English composition
- Written and verbal communication
- Assisting and advising students/clients
- Professionalism and collaboration
- Office experience

Anticipated Hours Per Week: 5 Hours

Anticipated Days Per Week: 3-4 Days per week

Position Available for: Fall and Spring Semester
Campus position will be located at: Copper Country Center
Supervisor: Jared Evans, Student Success Coordinator

Federal Work Study Application Process

Applications will be accepted until the position is filled.

1. Have a complete Financial Aid Application (FAFSA and all supporting documents).
2. Be approved for Federal Work Study (FWS) on your Financial Aid Notification.
3. Complete and submit the Federal Work Study Application.
4. Once your application is reviewed, the Office of Student Financial Aid will notify you using your GCC email.
5. Be in good academic standing.

Email to: fao@gogebic.edu

Fax to: (906) 932-2339

Or mail to:

Office of Student Financial Aid
Gogebic Community College
E4946 Jackson Road
Ironwood, MI 49938
(906) 307-1208

Gogebic Community College is an equal opportunity educator and employer.