



## CWE Coach Application and Hiring Process

1. Review the job description.
2. Take an assignment to the CWE for your own appointment and learn about what we do.
3. Complete an application.
  - a. Attach a writing sample that you believe is an accurate representation of your writing skills. This should be an essay or research paper, on any subject, rather than a creative writing sample.
  - b. Speak with those you list as references so they know a request will be arriving soon.
  - c. YOU will request the references from within the applications; your references will complete a confidential form when you list their information on the application.
4. After you submit the application, the CWE Director will review the application.
5. Once references and all materials are collected, the Director will contact you regarding the next step in the process.
  - a. The decision may be that the CWE is not a good fit for you.
  - b. The Director may request an interview with you.
6. After your interview, you and the Director will discuss your possible role with the CWE.
7. When someone is hired for the CWE, the first semester is a training semester.
  - a. You will work about four hours per week.
    - i. Two hours will be spent working with the Director and a training cohort.
    - ii. One hour is spent in the CWE weekly meeting.
    - iii. One hour is spent working on projects, reviewing materials, doing hands-on work in a composition classroom, and preparing to work with clients.
  - b. You'll be required to successfully complete quizzes and demonstrate basic writing center knowledge based on training.
  - c. Those in training are paid \$8.00 per hour.
    - i. The first three weeks of the semester are *unpaid*.
    - ii. The final thirteen weeks of the semester are *paid*.
  - d. You'll meet with the Director on a regular basis.
  - e. Near the end of the semester, assuming training goes well –
    - i. You'll have the opportunity to work with clients in the CWE, supervised by current writing coaches.
    - ii. You'll be asked to complete a series of exercises to demonstrate your ability to function as a new coach in the CWE.
    - iii. You'll have an interview with current CWE staff.

- f. Assuming your training semester is successfully completed, you'll be placed on the CWE schedule for the following semester. That placement includes a wage increase.