

# Writing, Reading, Speaking Lab Job Information

## Applicants should possess the following qualities:

- Strong writing skills
- Interpersonal and communication skills
- Friendly personality
- Dedication to helping other students
- Willingness to teach and learn
- Positive attitude and motivation
- Punctuality and responsibility

## Job responsibilities of consultants include the following:

- Preparing for and conducting conferences with peers
- Keeping records
- Submitting communications to faculty regarding client progress
- Communicating regularly with WRSL Director and staff members
- Assisting in generating promotional materials
- Assisting in development of resource materials to be used in the WRSL
- Participating in continued staff development including staff meetings, staff discussions, resource reading, and practice of one's own writing skills