



VACANCY

POSTED 7/11/2022

Salary: \$25.00/hr

Writing Coach

United World College-USA is seeking a Writing Coach to serve from August 15th through May 31st. The Writing Coach provides writing feedback and instruction to UWC-USA students in individual appointments and occasionally in small groups. This is a part-time position of 4 hours per week. During exam times additional hours may be assigned.

RESPONSIBILITIES

- Meets with students individually and in small groups.
- Participates in scheduled staff meetings if necessary.
- Exhibits professional behavior with all staff, faculty and students.
- Completes appointment summaries and timecards.
- Participates in ongoing review and improvement of services.
- Serves as a resource on writing for the others in the UWC USA community.

QUALIFICATIONS

Required Qualifications

- Strong writing skills
- Knowledge of effective writing processes
- Attention to detail
- Strong interpersonal skills
- Ability to explain concepts precisely and adapt to various audiences
- A desire to help others succeed
- Strong sense of curiosity
- Responsibility and ability to keep commitments

Desired Qualifications

- Diverse interests
- Broad writing/reading experience
- Tutoring experience

UWC-USA is an international boarding school. It enrolls 240 students in grades 11 and 12. All students follow the IB Diploma Program. Roughly twenty percent of the students come from the

U.S.; the remainder represent more than 90 different countries. Students are admitted on the basis of merit, potential, and promise.

To apply, complete [an application form](#). Applications will be accepted until the position is filled. The successful candidate is required to either be vaccinated, as vaccines are available, or provide a medical or religious waiver, prior to starting this position at UWC-USA. UWC-USA is an equal opportunity employer.

UWC-USA does not discriminate in its educational programs, activities, or admission and employment practices based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected class.