



Boston University Study Abroad London

Writing Fellow (Part time) South Kensington, London

Boston University Global Programmes – Study Abroad

Study Abroad, a division of Boston University Global Programs, is responsible for developing and providing opportunities for undergraduate study around the world. BU Study Abroad offers students from Boston University and over 100 other colleges and universities 200+ programs, 30+ cities, and 20+ countries. Boston University was one of the first universities in the United States to send students abroad, and the first university to offer study abroad internship opportunities on several continents.

The range of subjects covered includes:

Advertising and PR, Computer Science, Film, Radio, Journalism, Mathematics and Statistics and Psychology and Health Sciences.

Mission Statement

The mission of Boston University Study Abroad is to offer excellent, innovative, and diverse cross-cultural learning experiences for all students. Our study abroad programs cultivate the intellectual, professional, and personal qualities necessary for success in an increasingly interconnected world.

Role Outline

The aim of the Writing Centre is to help students become more confident, effective writers, and to develop and polish written communication skills – delivered in a student-focused, welcoming, supportive and friendly environment. Writing Fellows will work with students of all levels and disciplines on a wide variety of assignments and projects, such as essays, presentations and reports.

Based primarily within the BU London Library, the Writing Centre works to a hybrid model of both in-person and remote support to students. The Writing Centre is designed to be available to students when they require this, and to fit around timetabled periods of teaching and internships. As a result, evening work to 8pm in person, and 9pm when remote, is an essential and regular feature of the Writing Fellow role.

Primary purpose of the role

- Offer pre-booked 30 minute 1-1 sessions with students, both in-person and remotely via Zoom.
- During un-booked time, offer surgery-style drop-in sessions, in-person and remote, for all students to ensure the Writing Centre is providing as much assistance as appropriate.
- Contribute to the development of proactive communication initiatives to students and faculty, and current methods, such as the weekly Writing Centre Bulletin
- Work with colleagues within the Student Life and Academic Affairs teams on activities and initiatives designed to raise the profile of the Writing Centre and its use, and explore ways of delivering assistance to students to maximise the effectiveness of the Writing Fellow role.

Support to students include, but is not limited to, the following areas:

- Clarity, organization and argument development
- Sharing and discussion of initial ideas
- Time management and organization
- Outlining initial ideas
- Presenting and integrating evidence/quotations
- Revising and revision techniques
- Refining style and voice
- Citations/avoiding plagiarism, and techniques for editing and self-proofreading

Hours of work

Core phase – From 20 January to 20 February:

- Monday and Tuesday 15:00 to 20:00

Internship phase – from 24 February to 3 April:

- Mondays 15:00 to 20:00
- Tuesdays 16:00 and/or 17:00 to 20:00*
- *Working hours on Tuesdays will alternate throughout the dates above, from a 4pm start and 5pm start. A full schedule will be provided.

Final three weeks of the semester – From 7 to 24 April:

- Monday and Tuesday 15:00 to 20:00

Remuneration

- £26.00 per hour

Experience and qualifications

Essential:

- Educated to bachelor's degree level
- Previous teaching and tutoring experience to undergraduate level
- Flexible approach to the role and ability to work evenings
- Ability to plan, manage workloads, organise and work with minimal supervision
- Excellent communication skills, both orally and in writing
- Empathetic approach to students, and ability to establish and maintain positive interpersonal relationships with key stake holders in the Writing Service, such as Faculty members, and BU London colleagues

Desirable:

- Master's degree
- Experience of working with international students and/or US Study Abroad
- Previous experience of using educational technology such as Blackboard, and Zoom

This description is not intended to be a complete statement of job content, but rather to serve as a general guide to the essential functions of the position. Boston University retains the discretion to add or change the duties of the position at any time.