

## **The University Writing Center - Community Literacy Intern**

### **Description**

The University Writing Center is a university resource that serves every writer in the UofL community—dual-credit high school students, undergraduate students, graduate students, post-doctoral scholars, staff, and faculty—through one-on-one appointments where experienced consultants provide feedback and advice on any kind of writing at any stage of the process. Additionally, the Writing Center is committed to creating a strong culture of writing at UofL through organizing writing groups and retreats, arranging workshops and presentations on different aspects of writing and revision, hosting university writing events (like open mic nights, International Mother Language Day, and movie nights), and providing support to faculty teaching writing. A part of our mission also includes engaging with community partners to develop community writing initiatives. Currently, the Writing Center works on projects with Western Branch Library, Louisville Urban League, and Family Scholar House.

This Spring, the University Writing Center is looking for an intern in the following areas:

***Community Literacy Intern:*** This internship will help facilitate some of our programming with our community partners. With Louisville Urban League, the Writing Center runs once-a-month workshops for high school students focused on college application essays and job materials. An intern would help develop, facilitate, and present during these sessions. With the Western Branch Library, we support their annual poetry competition, the Cotter Cup, for K-12 students and provide literacy activities geared toward elementary, middle, and/or high school students. An intern would provide tutoring for students interested in submitting to the poetry competition and develop and present writing and literacy activities for students of different ages and abilities.

### **Workload**

The workload will be 40 hours for the semester, approximately 3-5 hours per week, although that will not necessarily be evenly distributed depending on when programming is scheduled.

### **Ideal Qualifications**

- Experience with or interest in working with diverse populations
- Interest in working with K-12 students
- Comfort with public speaking
- Strong organizational skills
- Access to reliable transportation and ability to work evenings

### **Skills Developed**

- Teaching and mentoring students from a variety of age ranges
- Collaboration with a variety of non-profits to understand their needs, mission, and audiences
- Adaptability to multiple kinds of genres
- Record of facilitating and developing programming

### **Additional Requirement**

Enrollment in the English Department Internship Program

**Please email the English Department Internship Program director, Dr. Mark Alan Mattes (mark.mattes@louisville), if you're interested in learning more about this position and the internship program.**