

# Information for Prospective Applicants

## Peer Writer

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This summary should be read in conjunction with the Role Description for Peer Writers. This information sheet identifies the requirements for applicants, including the conditions of employment and rates of pay.

### Introduction:

The service is managed by the Student Learning *Te Taiako*.

### Tenure for these positions:

- ⇒ Appointment to these positions is for a fixed-term period only and appointments terminate at the end of Trimester 2. Appointees will be eligible to apply again for any similar positions advertised in the following year.
- ⇒ Applicants should note that the amount of work is dependent on the number of students using the service. This means that positions cannot be regarded as providing a regular and ongoing source of income. The positions will suit people who are based at the University, students in particular.
- ⇒ Additional student leader work such as reception duties, Peer Writing in Halls of Residence or computer skill teaching will receive the same hourly rate as the Peer Writer position.

### Weekly hours of work and rates of pay:

- ⇒ Peer Writers will be required to work on a casual basis for up to eight hours each week *depending on demand*.
- ⇒ Peer Writers will be expected to keep a record of the hours worked and (where appropriate) record the clients they have been assisting. The hours Peer Writers work each week will be flexible enough to fit in with lectures and responsibilities but the availability of the applicant at the most desirable times will be an added recommendation in their appointment. Applicants are asked to supply a copy of their timetable for Trimester 1 along with their application.
- ⇒ The hourly rate for Peer Writers will be \$21 per hour.

### Peer Writers – person profiles:

See role description. Postgraduate applicants only.

### Peer Writers – duties:

- ⇒ The main duties will be to meet with students by appointment on a one-to-one basis to assist them with the preparation of essays and assignments – as well as developing skills to assist them with the final editing of their work. It will not be necessary for Peer Writers to be familiar with the subject matter involved although this may help in some instances.
- ⇒ Additional student leadership duties such as working on reception, data-entry, computer support, helpdesk or Orientation may be required.

**Initial training and supervision:**

- ⇒ Peer Writers will report to the Assistant Manager, Student Learning Te Taiako. If required, a Peer Writer may be designated as Peer Writer Coordinator to organise the work of the Peer Writers.
- ⇒ Staff from Student Learning will be involved in the appointments process for the Peer Writer positions and in the training of Peer Writers. The work of the Peer Writers will be supervised and evaluated.
- ⇒ During the Trimester, students making use of the Peer Writer service may be asked to complete a questionnaire evaluating the assistance they have received from their perspective.
- ⇒ Peer Writers will be paid the hourly rate for the time spent in training sessions.

**Other benefits:**

- ⇒ During the period of employment, Peer Writers will work within the Student Learning *Te Taiako*. At the conclusion of their employment, the Peer Writers will receive written recognition of their service.
- ⇒ Student leadership experience can contribute to the Vic Plus programme.

**How to apply:**

- ⇒ Applications should be by CV and letter. **Your letter should be handwritten rather than typed.** Please address the requirements of the position when you write your letter. Your email address and telephone should be included.
- ⇒ List two referees who can confirm your suitability for the position. Only in the advanced stages of the appointments process will referees be consulted.
- ⇒ Include a copy of your timetable for Trimester 1.
- ⇒ Your application will be seen as confirming willingness to be interviewed if required and to undertake an editing exercise provided by the Student Learning *Te Taiako*.

**Applications should be marked CONFIDENTIAL and received by 7 February 2020.**

**Drop in or post your application and handwritten letter to:**

‘Peer Writer Application’  
c/- Office Coordinator  
Student Learning Te Taiako  
Level 0, Kirk building  
Victoria University of Wellington  
P.O Box 600  
Wellington