RooWriter Evaluator Position Description　　　(26 May 2017)　　　roowriter@umkc.edu

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Academic Job Title: RooWriter Evaluator　　　**Location:** Online (occasional training on the UMKC Volker Campus)

Full/Part Time: Part-Time　　　**Regular/Temporary:** Temporary　　　**Hiring Department:** Office of the Provost

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Job Description

- Evaluate RooWriter Writing Assessment essays (750-1,500 words) written by UMKC undergraduate students. Evaluation will be through an online interface, so work hours and location are extremely flexible.
- Work a minimum of 5 hours per week to evaluate at least 15 essays weekly. Additional hours may be assigned to meet quotas during high-volume periods.
- Evaluate essays online by:
  o Inserting appropriate comments in the essay.
  o Selecting evaluation choices on each of the six required evaluation scales.
  o Writing a 100- to 200-word note about your overall impression of the essay.
  o Writing a 100- to 200-word final feedback note about the essay to help students improve their future writing.
- Complete RooWriter evaluator training, and annually maintain that training, which will typically include:
  o Meeting 1-2 times per semester for in-person training.
  o Completing online training modules as required.
  o Mastering all the scale rubrics and other evaluation guidelines.
  o Becoming "certified" for and maintain certification in at least three Reading Packets (read the articles and learn the citation format).
- Other duties, such as creating or revising RooWriter Reading Packets, may be assigned.

Eligibility

- Applicants must be UMKC graduate or professional students who are enrolled at least half-time.
- Applicants must have a UMKC SSO (Single-Sign-On UMKC user name) to participate.
- Applicants cannot hold another paid position at UMKC, including a GTA, GRA, or GA positions, that is more than .55 FTE (Full-Time Equivalent) or 23 hours per week.
- Applicants must be eligible to work for two consecutive semesters.

Minimal Qualifications

- Applicants must exhibit excellent writing and reading skills in English.

Preferred Qualifications

- Previous experience evaluating student writing.
- Bachelor's degree in any area involving significant amounts of writing

Salary:

Payment is $15 per hour.

Comments:

Candidates will be interviewed by the RooWriter Coordinator and/or others authorized by the University Writing and Reading Board.

Evaluators will be monitored by the Coordinator and be confirmed as evaluators at least once every 6 months by the Coordinator for quality control purposes and to maintain adequate evaluator training.

Evaluators will agree to work at least two consecutive semesters, such as fall and spring, or spring and summer.

To Apply:

All applicants must supply a resume and a one-page statement about their interest in and qualifications to work as a RooWriter Evaluator. The student or employee number and SSO must be included in the application materials. Applicants must also supply all college transcripts ("unofficial" transcripts are sufficient) and two recommendation letters from faculty members or possibly others, stating what qualifications make them a good candidate to be a RooWriter evaluator. Email your application materials to the RooWriter Coordinator at roowriter@umkc.edu.