



## **CSU Writes Paid Graduate Student “Data Entry” Internship for 2023-24**

**Number of positions:** 1

**Internship term:** August 2023 – May 2024

**Hours:** Approximately 3-5/week

**Stipend:** \$2000 and \$20/hour any non-semester hours

**Application Deadline:** September 15, 2023 (by 5pm) or until filled.

**Program Summary:** *CSU Writes* is a research writing support program for graduate students, postdoctoral fellows, and faculty who write for degree completion and publication at Colorado State University. Through workshops, fostered writing groups, intensive writing retreats, “show up & write.” sessions, consultations, guest presenters, and more, *CSU Writes* helps shepherd the building of expertise and communication skills of CSU academics. We are part of a diverse community of research and scholarly writers who write early, often, better, together.

You can find more information about *CSU Writes* at <http://csuwrites.colostate.edu>

**Position Description:** This Graduate Student Intern assists with such *CSU Writes* data entry and special projects as locating models and generating content for new professional writing support programming. We may have all-intern bi-monthly meetings. When needed and when hours are available, we all roll up sleeves and post materials around campus and offer support at writing retreats and workshops. This internship should align with applicant’s professional development goals and be mutually beneficial.

**Skills—**Must have excellent written and verbal communication skills and interest or experience in writing program support and/or career-development.

Must be personable, enthusiastic, punctual, responsible, and organized.

Must be Graduate Student at CSU with an interest in writing programs and models of programs in higher education and able to commit to 3-5 hours per week.

Optional, but helpful, for the Graduate Student to have participated in *CSU Writes* events.

**To apply:** email letter of interest to Dr. Kristina Quynn, Director of *CSU Writes*, by September 15, 2023. Your letter need not be lengthy. It should simply address your interest in the Data Internship and describe your relevant experience and/or professional development goals.

Contact:

Dr. Kristina Quynn

[quynn@colostate.edu](mailto:quynn@colostate.edu)

Graduate School

#1005 Campus Delivery