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.
- Evaluate at least five essays weekly and 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 at least two Reading Packets (read the articles and learn the Citation Format).

Minimal Qualifications

- Applicants must be a UMKC instructor, UMKC staff member, student graduate teaching assistant (GTA), student graduate research assistant (GRA), graduate student, or exceptionally well qualified undergraduate senior. Applicants must have an SSO (Single-Sign-On UMKC user name) to participate.
- All applicants must supply a resume and a one-page statement about their interest in and qualifications to work as a RooWriter evaluator. Student applicants and UMKC staff members must in addition supply all college transcripts ("unofficial" transcripts are all that’s needed; in the case of UMKC staff members supply only transcripts from the last 10 years), and two recommendation letters from faculty members (for students) or possibly others (UMKC staff members), stating what qualifications make them a good candidate to be a RooWriter evaluator.
- 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 $5 per essay. Evaluators also will be paid $15 per hour for six hours of initial required training and $15 per hour for subsequent training.
Comments:

Candidates will be interviewed by the Coordinator of Writing Assessment 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.