

## **Terms of Employment**

The Writing Center at North Park University  
-Fall 2009

Being employed as a member of the learning community in the Writing Center, you are responsible for maintaining a high level of professional integrity. This includes cooperating with the following values:

### **Quality**

Your position is one of service. Committing to the Writing Center means a commitment to the students and the work you do.

### **Confidentiality**

In advising, you are responsible to protect the student and his or her work. For no reason should papers or the content of papers be discussed outside of the Writing Center relationship.

### **Communication**

As a Writing Advisor you are expected to communicate responsibly and punctually. Strong communication with professors, leadership in the Writing Center, and other advisors is essential to maintaining a strong Writing Center.

### **Attendance**

Because it is important that the Writing Center be a community of Writing Advisors, it is essential that you attend meeting and Writing Center functions.

### **Respect**

For the Writing Center to be a cooperative and supportive environment, respect is crucial. Nothing should compromise respect for our students, faculty, student leadership, and facilities.

By signing this, I testify that I have read the Terms of Employment and understand my responsibilities as a Writing Advisor.

Name \_\_\_\_\_ Date \_\_\_\_\_