



VACANCY ANNOUNCEMENT

Vacancy for National Service Person

The University of Ghana-Carnegie Writing Centre invites applications for the role of National Service Persons for the 2025/2026 academic year.

Objectives of the Centre: The University of Ghana–Carnegie Writing Centre aims to build a visible and a viable writing centre which aligns with global best practices by:

- Providing writing tutorial services for members of the university.
- Providing professional editorial services for the university community and beyond.
- Organizing special programmes on writing and communication.
- Conducting research on writing and communication.

Duties

- Guide students on writing and assignments.
- Proofread manuscripts with the supervision of a fellow at the centre.
- Actively participate in training sessions for staff of the centre.
- Assist with the training of new interns and volunteers.
- Collaborate with writing centre staff to create resources on writing.
- Provide support for special programmes.
- Provide administrative support.

Eligibility

- Must have a 3:00 FGPA or higher.
- Must have majored in the humanities. Students of English, Linguistics and Modern Languages are especially encouraged to apply.
- Must have a strong interest in writing and communication.
- Must be computer literate.
- Must have strong professional and social skills

Requirements for Application

- An application letter.
- A 500-word statement on why you wish to work in the writing centre.
- Updated curriculum vitae.
- Current academic transcript.
- Contact details (email and telephone numbers) of two referees.
- Applicants telephone number (preferable a WhatsApp line) and NSS pin code.

Note: All applications must be submitted in PDF format in the order listed above.

Timeline: Submit applications to ugcwc@ug.edu.gh by 10th July 2025.