



Position Title: Part-Time Writing Center Instructor

Job Code: 8101

Reports To: Department Chair

Grade: H1

FLSA: Exempt

Job Description:

The Writing Center Instructor is responsible for the delivery of instructional support in the Writing Center. The Instructor assists students in developing their written communication skills. The Instructor will diagnose student-writing deficiencies, address deficiencies pointed out the student's instructor, and assist students in developing their out class writing assignments. The Instructors will oversee and train student tutors to ensure that they neither proofread the student's work nor suggest a possible grade for an assignment. The Instructor will also ensure that records are kept of all students' work and the nature of the work done with each student.

Duties & Responsibilities:

- Supports faculty who teach English and Gordon Rule Writing courses by assessing and diagnosing student needs as evidenced by their performance and provides feedback to the faculty on student progress.
- Instructs students in the Center on developing their major deficiencies in writing and organizing ideas
- Assesses students with second language attributed writing difficulties and formulates individualized plans for correcting those difficulties through instructor-student sessions and online tutorials.
- Assists students in applying higher order critical thinking skills their writing
- Documents students progress through a contact database system
- Modifies and assesses tutorial programs and material already in use at the center
- Keeps the work area in the Writing Center presentable and chairs organized at all times
- Assists with check-in responsibilities when an assistant is not available
- Conducts orientation for professors and students interested in learning about the services provided by the center
- Tutors students and evaluates their progress
- Registers and schedules students
- Recruits, trains, supervises and evaluates tutors and instructional assistants
- Designs and distributes instructional material
- Performs other related duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's Degree in English, Communication, ESL or other related field from a regionally accredited institution; or in same areas from a regionally accredited institution and one (1) year of related work experience in a college environment
- Excellent computer skills including proficiency in Microsoft Word, Excel, Publisher and Access applications
- Ability to work in a fast-paced environment
- Flexible and self motivated and willing to take initiative

- Must be well-organized, prepared to meet deadlines, and able to work independently with meticulous attention to detail
- Familiarity with college-level assessment and testing processes is desirable
- Strong Communication and interpersonal skills
- Mastery of the mechanical aspects of reading and writing instruction
- Must be able to work a flexible schedule including evenings and weekends
- Must have the ability to work in a multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name