



Writing Center Director
Writing Center

WC/1

JOB SUMMARY

This position is responsible for directing the programs and operations of the Writing Center.

MAJOR DUTIES

- Supervises the day-to-day operations of the Writing Center; schedules staff work hours.
- Trains and supervises staff; issues daily work assignments; reviews work.
- Conducts orientation session for classes.
- Coordinates with instructors to facilitate remediation of Learning Support and upper-level English students.
- Coordinates the Departmental Essay Competency Exam.
- Prepares resources to students for Compass Test preparation.
- Maintains Writing Center records and files.
- Prepares and submits required reports.
- Assists in selecting and maintaining material and equipment.
- Teaches classes as needed.
- Tutors students in English grammar and writing.
- Audits all student registrations in ENGL 1101/1102 for remediation compliance; adjusts student schedules as needed; advises students and faculty on remediation policy.
- Develops and maintains online Writing Center components.
- Serves on committees and task forces as assigned.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of a variety of research formats.
- Knowledge of English grammar and composition principles and practices.
- Knowledge of reading and composition pedagogy.
- Skill in the training and supervision of personnel.
- Skill in decision making and problem solving.
- Skill in supervising the work of personnel.
- Skill in the completion of a variety of reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean, Humanities and Learning Support assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Family Educational Rights and Privacy Act, the Americans with Disabilities Act, Board of Regents testing policies, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, management and instructional duties. The unique needs of each student contribute to the complexity of the position.
- The purpose of this position is to direct the operations of the Writing Center. Success in this position contributes to the academic and career success of students.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, representatives of other colleges, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Assistant Writing Center Director – Online (1), Assistant Writing Center Director – Albany Campus (1) and Writing Center Specialist (1) and supervises assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.