



## Assistant Writing Center Director – Albany Campus Writing Center

WC/3

### JOB SUMMARY

This position is responsible for assisting in directing the programs and operations of the Writing Center and for tutoring students.

### MAJOR DUTIES

- Tutors students in grammar, research styles, and composition.
- Reads papers for review and comments.
- Prepares weekly usage reports.
- Trains and supervises Writing Center staff.
- Maintains the Writing Center webpage.
- 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 Writing Center Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

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

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and instructional duties. The unique needs of each student contribute to the complexity of the position.
- The purpose of this position is to assist in directing the operations of the Writing Center and to provide English grammar and composition tutoring to students. Success in this position contributes to the academic and career success of students.

## **CONTACTS**

- Contacts are typically with co-workers, faculty, staff, and students.
- 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 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.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for two years.