



## Writing Center Specialist

Writing Center

WC/4

### JOB SUMMARY

This position performs specialized duties in support of the programs and operations of the Writing Center.

### MAJOR DUTIES

- Provides support to students in the Writing Center during assigned shifts.
- Assists students with reading, writing or other assignments as related to English grammar, research and composition..
- Tutors students in reading/writing assignments.
- Conducts student orientation sessions.
- Collects information on student usage and assists in maintaining related records.
- Ensures Writing Center equipment is in good working order; reports maintenance needs to supervisor.
- Administers and proctors tests.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of college and Writing Center policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of English grammar and composition.
- Knowledge of research principles.
- Skill in decision making and problem solving.
- Skill in maintaining files and records.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Writing Center Director or Assistant Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

### GUIDELINES

Guidelines include and college and Writing Center policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related specialized duties. The unique needs of each student contribute to the complexity of the position.
- The purpose of this position is to provide assistance to students in 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, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

## **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 may supervise 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.