

Job Code:...100913
Position #:(PSA) (E)
Developed by:JR, LM
Reviewed by:SG,LK
Approved by:....LK
Date:..... 06/15

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Writing Center/Academic Enhancement Center

DIVISION: Academic Affairs (UCAS)

REPORTS TO: Dean, University College for Academic Success

GRADE: 10

SUPERVISES: Staff, graduate and undergraduate students

BASIC FUNCTION:

Coordinate and manage writing assistance services, including writing skills tutoring. Work in collaboration with learning specialists and various campus leaders to help promote writing skills development and the enhancement of teaching and learning skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Conduct outreach across campus to promote writing center/academic enhancement center services among students, faculty, and staff.

Help to recruit, hire, train, and supervise graduate and undergraduate tutors in the Writing Center/Academic Enhancement Center.

Hold and lead staff meetings.

Assess and evaluate the quality of services.

Advocate for resources.

Teach WRT 353 (Issues and Methods in Writing Consultancy), one section in both fall and spring semesters.

Teach WRT 104 (Writing to Inform and Explain) in a summer session.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database and spreadsheets software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree in Writing Studies, English, Communications, or related field; Minimum of two years' experience working as a tutor or coordinator in a writing center in a college setting (may include work as a graduate student); Demonstrated coursework in the teaching of writing or in writing program administration; Demonstrated experience teaching or tutoring at the college level; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated supervisory experience; Demonstrated experience with tutor-training; Demonstrated experience with program assessment; Demonstrated experience with online writing labs (OWLS); Demonstrated experience collaborating with faculty; and, Demonstrated experience with WCOOnline.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.