



Job Classification Description

WRITING SPECIALIST/CSC VSC UP –PAT Bargaining Unit

Grade 11

BASIC FUNCTION

To coordinate educational support services for students, with primary responsibility for coordinating the tutoring program in writing and humanities.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Manage and coordinate writing and humanities tutoring services: oversee the tutor/student match-up process; maintain logs of student contacts; recruit, hire, train, and supervise peer and professional writing tutors; schedule and assign tutors to the Writing Lab; identify students in need of tutoring; collect tutor time cards and prepare for payroll submission; hold regular staff meetings with tutors; design and conduct formal tutor evaluations; and so forth.
- Tutor students in writing; instruct in study skills, time management, test taking, reading comprehension, and basic computer skills; advise on course and major selection.
- Assist with ongoing supervision and training for student assistants who staff the Learning Center.
- Assist with planning, coordinating, teaching, and evaluating the Summer Transition Program.
- Prepare and present workshops and classes on writing.
- Perform administrative tasks associated with the Writing Lab: maintain records for programs and services and for College and government reports; monitor Writing Lab attendance and progress of students on faculty writing contracts; oversee maintenance of Writing Lab facility, equipment, and supplies; review and order books and other resource material; plan, write, produce, and distribute Writing Lab schedules and brochures; design/revise various forms; assist in overall program evaluation; be familiar with TRIO guidelines and promote TRIO Student Support Services mission on campus.
- Confer regularly with supervisor, other Student Support Services staff, faculty, and other College offices and personnel to plan, coordinate,

and evaluate services and activities, exchange information, investigate and resolve problems, consult about individual students, refer students for assistance with special needs. Serve on College committees as appropriate (e.g. Writing Standards). Consult with faculty about teaching writing (e.g. writing intensive courses). Coordinate supplemental instruction in the humanities.

- Publicize services through classroom visits, meetings with department chairs, faculty, and staff, Learning Center publications, and campus events such as Career Fair, Open House, and registration.
- Organize and attend cultural events with Learning Center students.
- Keep abreast of current developments in the field. Attend professional meetings and conferences relevant to the job.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

General supervision is received from the Director of Student Support Services

SUPERVISION EXERCISED

Partial functional and administrative supervision of approximately 10 writing tutors and student assistants and up to 35 peer tutors

MINIMUM QUALIFICATIONS

Bachelor's degree required, master's preferred in English, composition, or education, plus two years relevant teaching experience in special education, adult education, or other appropriate field, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good general background relevant to teaching basic study skills
- Strong writing and communication skills
- Strong interpersonal skills
- Strong administrative, organizational, and supervisory skills
- Good advising skills
- Ability to work with students from disadvantaged backgrounds
- Ability to work independently
- Ability to collaborate with a wide range of College personnel
- Ability to advocate for students and TRIO

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the

specific duties, responsibilities, and qualifications of individual positions assigned to the classification.