



DATE ISSUED: 12/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator, Tutoring for Write Site Writing Center

JOB SUMMARY

The primary role of this position is to select, train, supervise tutors, and to assist with tutoring when needed as well as assisting with institutional effectiveness for the unit. Work is performed under minimal supervision and performance is based upon effectiveness of tutoring and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chair of English, Speech and Foreign Languages

Supervises: Tutors; Sr. Secretary

ESSENTIAL DUTIES - *May include, but not limited to the following:*

- Oversees the effectiveness of tutoring, online and face-to-face.
- Supervises the work of a .50 FTE secretary.
- Supervises and evaluates the work of writing tutors.
- Interviews, selects, (and dismisses as necessary) writing tutors.
- Coordinates with the Chair of ESFL and Director of First-Year Composition to select or dismiss GA tutors provided by ESFL.
- Trains tutors in strategies for face-to-face tutoring sessions aimed at improving student writing.
- Trains tutors in strategies for responding to student writing sent to center via the Online Writing Lab.
- Develops and selects tutoring support material.
- Develops and conducts workshops for instructors and students in issues related to writing.
- Assists in gathering data on unit usage and with the preparation of institutional effectiveness reports.
- Tutors writing in all academic disciplines.

*Coordinator, Tutoring for
Write Site Writing Center
Date Issued: 12/10
FLSA: Exempt
PTO: VCS*

- Develops and monitors tutor schedules.
- Approves tutor time cards in Phoenix.
- Collects and reports data required by the University.
- Coordinates with the Chair of ESFL and Director of FYC on cohesive pedagogy for Write Site.
- Manages and reports on the budget.
- Provides for and maintains a professional, open, welcoming atmosphere in Write Site.
- Acts as web spinner for the center's webpage updating and revising website as needed.
- Acts as liaison to faculty and administration communicating the center's mission and services.
- Promotes the center's services to students.
- Resolves student and faculty complaints.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Master's degree in English or closely related field. Ph.D. in English (with emphasis in composition and/or writing center studies) preferred. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

A minimum of one year of tutoring experience. Three to five years of work experience, supervisory experience, and leadership experience in a Writing Center preferred.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the center and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

- Ability to maintain and report data accurately.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and or classroom setting.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Coordinator, Tutoring for
Write Site Writing Center
Date Issued: 12/10
FLSA: Exempt
PTO: VCS

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.