



## POSITION ANNOUNCEMENT

**Job Title:** Writing Center Coordinator  
**Department:** Writing Center  
**Reports To:** Director of Writing Programs  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** October 09, 2020

### SUMMARY

This position oversees the Writing Center on a day-to-day basis. Trains tutors, administrates the writing assessment program, does presentations in classrooms, works as liaison between faculty and Writing Center staff, and supports the Writing Center Program Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates writing assessment program: records and reports scores, completes requisition forms, and serves as liaison with Admissions and Advising.
2. Plans and develops material for new tutor training, ongoing professional development modules and meetings, and mentoring for Writing Center staff.
3. Creates and updates content on Blackboard sites, My Portal, and website pages.
4. Develops presentations with peer tutors for the Michigan Writing Centers Association (MiWCA) and East Central Writing Centers Association (ECWCA) conferences, and classroom workshops. Hosts events, and partners with other departments to promote writing.
5. Serves as liaison between faculty and Writing Center staff to meet the needs of students and faculty.
6. Handles payroll paperwork for peer tutors and writing center specialists. Maintains Writing Center records and generates reports for the Writing Center/Writing Programs Director.
7. Procures and provides materials, handouts, and supplies for Writing Center. Develops and provides writing resources (handouts, videos, etc.) for students and tutors students.
8. Serves as advisor to the on-campus writing group, MU Pen. Calls for and edits submissions to *MU Voices*, the campus literary blog, and publishes it on a regular basis.
9. Communicates with Writing Center/Writing Programs Director about day-to-day Writing Center issues.
10. Responds to other institutional writing support needs as directed.
11. Observes tutors at work, gives guidance, assigns tasks, and schedules tutor work hours.
12. Other duties as assigned.

**QUALIFICATIONS:** The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE:** Bachelor's degree in writing or communications related field highly desirable. Master's degree highly desirable. Two years' experience and/or training, or equivalent combination of education and experience in writing and/or communication-related field required. Excellent communication and interpersonal skills, enjoys writing, and has experience teaching and writing. Supervisory and/or coordinating experience helpful. Working knowledge of Microsoft Office required. Occasional evening and weekend work required.

**TO APPLY:** Please complete the application on our website at [madonna.edu](http://madonna.edu). Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

**MADONNA UNIVERSITY:** A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.