

POSITION ANNOUNCEMENT

Job Title: Writing Center Specialist
Department: Writing Center
Reports To: Writing Center Coordinator
Level: 6
Shift/Level: 12 hours per week – Shift Varies (Center hours M-Th 10 am to 8 pm F 10 am to 3 pm)
Prepared Date: August 29, 2019

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Tutors students, mentors student tutors and proctors writing assessments.
2. Compiles statistics related to tutoring hours and student traffic.
3. Expands online presence of the Writing Center through website development.
4. Keeps the Writing Center records.
5. Develops and presents professional development activities and writing activities for student writers.
6. Maintains the Writing Center's professional blog.
7. Responsible for expanding and developing ESL resources and activities.
8. Develops tutor training activities.
9. Oversees tutor training activities.
10. 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, Master's degree preferred; three years' experience tutoring in a writing center setting. Excellent communication skills; demonstrated ability in writing; advanced level of literacy. Basic computer literacy.

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to 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.