

Sul Ross State University Position Description

Official Title: Writing Center Coordinator – Title V FSE **Salary Group:** Unclassified (RU/3) **Job Code:** 3822

Summary:

The position is responsible for the administration and supervision of the Writing Centers of the four SRSU campuses – providing services for undergraduate and graduate students. Manages writing instruction and student success initiatives, resource assignments, policies, and distance format tutoring. Maintains an all-campus record. Provides training for new writing tutors. Assists in the coordination of academic support/retention initiatives on all campuses. Supervises and schedules other writing services and personnel. Will provide and coordinate activities with Faculty Supervisors, Career Service and Testing, Trio Student Support Services, and the Director of Lobo Den.

Duties:

Essential: Management of all Writing Center tutors on all campuses and online, as well as coordinating data sharing from the Alpine and RGC Writing Centers. Provide a welcoming, supportive, and affirming environment to all participants in all formats. Maintains and develops a Writing Center record of participation. maintain Writing Center policies and procedures; Reports to faculty supervisors; Supervises online and face to face tutors; Mentors undergraduate and graduate tutors; Coordinates and delivers, with faculty supervisor, tutor training; Assists faculty supervisors with professional development for tutors; Enters accurate data and assist faculty supervisor with assessment; Coordinates and advises faculty supervisor on strategies for continuous tutoring improvement; Collect tutors' timesheets for faculty supervisor's approval; Tutors students at all stages of writing process, assist basic writers with usage and grammar, and provide directive tutoring to writers for whom English is a second language; Uses remote methods including video conferencing and email to assist writers; Coordinates training for new writing resources each semester. Coordinates special efforts with Southwest Texas Junior College facilities and services.

Additional (as warranted): Responsive to institution-wide student retention activities and services related to the Title V: The Frontier Student Experience (FSE) grant; Under the direction of the Faculty, facilitate the development, implementation, and evaluation of the effective, institution-wide strategies that fall under the Frontier Student Experience plan; Coordinates efforts to improve student retention rates and serves as a resource for those efforts; Provides data pertinent to grant objectives.

Non-Essential: Duties and Responsibilities: Serve on committees as assigned.

Supervision

Received: Reports to the Faculty Supervisors of the Writing Centers

Given: Supervises all Writing Center Instructors, Mentors, and Writing Center Tutors

Education

Required: Master's degree in English or equivalent

Preferred: Proficiency with Microsoft Office Suite.

Experience

Required: Minimum of one years' experience working in an educational setting or delivering student services in a postsecondary institution required; Experience working with diverse student communities and a demonstrated commitment to promoting access and diversity; Tutoring, Teaching, and Experience Tutoring Language Learners.

Preferred: Two years' supervisory experience with Tutoring Services or related.

Equipment/Skills

Required: Excellent oral and written communication skills

Preferred: Bilingual; experience with conferencing technologies

Working Conditions

Usual: Exempt from Overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Applicant Documents

Required Documents:

1. Resume (with 2 references)
2. Cover Letter
3. Transcripts

Rev: 07/2022