



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

- TITLE:** Coordinator – Writing Center
- LOCATION:** English Department, Warwick Campus
- REPORTS TO:** English Department Chair
- GRADE:** CCRIPSA 10
- WORK SCHEDULE:** 35 hours per week; Non-Standard
Some evening and weekend work may be required.
- SUPERVISES:** Writing Center Student Tutors

BASIC FUNCTION:

The Coordinator for the Writing Center is responsible for providing effective tutorial support for writing at CCRI, consulting with faculty and staff about writing and teaching-related concerns, and managing the Writing Center with the goal of ensuring that all students have the support needed to be successful writers and learners. With English Department faculty, the incumbent will also be responsible for the promotion, coordination, and evaluation of Writing Center programs and services among all campuses of the college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Tutoring

- Select and train student writing tutors and supervise their work and professional development
- Accommodate students by appointment or on a walk-in basis and conducting workshops
- Assist students with a range of needs including grammar, essay development, research projects, and course-specific activities such as literary analysis, summary writing, and essay exams
- Create, update and maintain tutoring training material

Writing Center Administration

- Develop programs, coordinate activities, and evaluate services so that they are consistent at Writing Centers on all campuses
- Provide input and support to Writing Committee regarding writing courses
- Create, update and maintain records of Writing Center use and data related to student population

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- **ESSENTIAL DUTIES AND RESPONSIBILITIES (Continued):**

- Stay abreast of research and developments related to the teaching of English and writing center operations
- Assist with establishing and developing writing center policies and activities to stay current with theory and practice in the field

Faculty and Staff Support

- Consult with administrative departments including Advising and Counseling, Access, and Disability Services regarding student placement and accommodations
- Confer with faculty regarding students who were referred to the Writing Center
- Provide information about programs and services to college-wide faculty and classroom support through orientations and classroom visits as well as on an as needed basis.

Communications and Website Management

- Promote a positive image of CCRI and its Writing Centers
- Create, design and publicize activities via email, flyer, handouts, forms website content, and other methods
- Create, revise, and maintain the Writing Center's website and WebCT course space for content, including forms, handouts, and links

Testing and Placement

- Read and evaluate writing placement exams and determine student placement in writing or English as a Second Language courses and review original placement or retest students as the need arises

Confer with Information Technology (IT) regarding students' placement and course histories

Other Duties:

- General office duties as necessary, answer phones, emails, scheduling appointments, making copies, etc.
- Other job duties as assigned

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Master of Arts degree in rhetoric and composition required
- Writing center experience and teaching at a post-secondary institution required, preferably at a community college
- Ability to interact effectively with a diverse student population
- Ability to train and mentor tutors
- Ability to interact with college-wide faculty regarding writing center services, testing information, and workshops
- Ability to keep records and prepare necessary reports
- Ability to maintain materials within the writing center

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor

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