



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Coordinator Writing Center
<b>POSITION NO.</b>	501621
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	English Department Chair
<b>GRADE</b>	CCRIPSA 10
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week; Some evening and weekend work may be required.
<b>SUPERVISES</b>	Writing Center Student Tutors
<b>REVISION DATE</b>	March 2014

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**JOB SUMMARY:**

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.

**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
- 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

**LICENSES, TOOLS, AND EQUIPMENT:**

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS:**

- Master of Arts degree in rhetoric and composition
- 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

**PREFERRED QUALIFICATIONS:**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.