

POSITION ANNOUNCEMENT

Job Title: Writing Center Specialist (Part Time: 8-15 hours per week)
Department: Writing Center
Reports To: Senior Coordinator for Writing Center

SUMMARY

This position is responsible for tutoring students at the Writing Center and online. Proctors writing assessments and mentors student tutors. Develops resources and activities for ESL, developmental, discipline-specific, and graduate writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Tutors students, mentors student tutors, and proctors writing assessments.
2. Keeps the Writing Center records and compiles statistics related to tutoring hours and student traffic.
3. Expands online presence of the Writing Center through website development.
4. Maintains the Writing Center's professional blog, social media pages, and other outreach efforts.
5. Develops and oversees tutor training and professional development activities.
6. Develops and presents writing resources and activities for student writers.
7. Other duties as assigned

MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES TO THIS JOB AT ANY TIME

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 required; Master's degree preferred. Three years' experience tutoring in a writing center setting and experience with online learning technology, including learning management systems and video conferencing software; experience working with ESL and/or developmental writers preferred. Excellent communication skills; demonstrated ability in writing; advanced level of literacy.

TO APPLY: External and Internal candidates please send a *letter of intent* reflecting the above responsibilities and qualifications and a *resume* to hr@madonna.edu

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.