



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator – Writing Center
POSITION NO.	501621
LOCATION	Warwick Campus
REPORTS TO	Director, Tutoring and Writing Centers
GRADE	PSA 12
WORK SCHEDULE	Non-Standard: 35 hours per week Some evening and weekend work may be required
SUPERVISION	Writing Center student and part-time professional tutors
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

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 Knight Campus Writing Center with the goal of ensuring that all students have the support needed to be successful writers and learners. The Coordinator will work closely with the Director of Tutoring and Writing Centers to support the goals of the Learning Commons, and to promote, coordinate, and evaluate Writing Center programs and services among all campuses of the college.

DUTIES AND RESPONSIBILITIES:

Tutoring:

- Select and train student writing tutors and part-time professional tutors, and supervise their work and professional development
- As needed, oversee Warwick Tutoring Center when Director is out or on other campuses
- 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 the English Department's 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
- Manage Writing Center referrals received through Starfish (or other early alert platform)
- 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 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

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