

Seward County Community College
Structured Compensation - Job Description
Writing Lab Coordinator

Data Year: 2018

Prepared On: 09/16/2018

Department:	Humanities	Grade:	9
Reports To:	Dean of Instruction	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	VP of Academic Affairs	Effective Date:	08/01/2018
		Revised Date:	07/10/2018

Role:

Position monitors, tutors, and instructs students in a lab setting in writing. Writing levels will range from basic skills to advanced courses with an emphasis on developing writing and study skills to succeed with college level writing. Works directly with the developmental writing and English composition instructors to establish goals and scheduling of the writing lab. Assists students from diverse cultural, ethnic, socioeconomic, academic, and disability backgrounds. Participates in professional development activities. Demonstrates a commitment to service excellence, innovation, student success, integrity, and diversity in the performance of job duties.

Essential Functions & Responsibilities:

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|---|-----|--|
| E | 60% | Monitors, tutors, and instructs students in a writing laboratory setting. |
| E | 20% | Trains and supervises student tutors |
| N | 10% | Works with developmental writing and English composition instructors on goals and scheduling the writing lab. |
| N | 5% | Selects, implements, and maintains updated software for the writing lab. |
| N | 5% | Provides reports and other information on use of writing lab to the Division Chair of Humanities and the Dean of Instruction |

Performance Measurements:

1. To provide quality assistance and instruction to students utilizing the writing laboratory by working with them individually, in small groups, or in a traditional class setting.
2. To develop a positive relationship with students by showing a willingness to answer questions and encouraging students to express themselves.
3. To demonstrate enthusiasm within the lab and instructional setting.
4. To show a commitment to high student learning standards by encouraging student responsibility, ethical behavior, and consistency in class work and attendance.
5. To use a variety of techniques and technology to actively engage students in the learning process.
6. To provide feedback to students in attaining course goals and objectives.
7. To work directly with developmental writing and English composition faculty to establish goals and a working schedule for the writing lab.
8. To stay current in subject matter, instructional techniques, and technology by attending professional development training.

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9. To maintain well-planned, available, and relevant course material and software within the writing laboratory.
10. To maintain a professional work environment and businesslike appearance.
11. To accept and complete work assignments on established deadlines in a positive manner.
12. To be willing to work extended hours as appropriate and required to meet objectives.
13. To provide feedback to instructors regarding conferences with students.
14. To work a minimum of 40 hours per week, Monday through Friday; additional time may be needed to meet the essential functions of the position.

Knowledge and Skills:

Experience Two to five years of similar or related experience in English or writing instruction; post-secondary teaching preferred.
Knowledge and experience in curriculum development, individual learning techniques, and computer assisted instruction is expected.

Education A Bachelor's Degree in English is Required.

Interpersonal Skills Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the college for purposes of giving or obtaining information, building relationships, or soliciting cooperation.

Other Skills Knowledge:
Knowledge and experience in curriculum development, individual learning techniques, and computer assisted instruction is expected.

Skills:

Due to required academic documentation and reporting of progress for students, confidentiality is an essential skill.

Motivational, praise, and encouragement skills will be needed.

Excellent written and verbal communication skills are important due to daily interaction with students, faculty, and staff.

Excellent Organizational skills and attention to detail for reports, documentation, and division expectations. Working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire.

Abilities:

The ability to work as a member of the team.

The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust.

Ability to establish priorities and to complete tasks in a timely manner.

Work week may include extended evening hours and some weekends.

Ability to interact with faculty, staff, and administration in a manner which promotes the

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objectives of the institution.

Ability to interact with students in such a manner which results in expected utilization of the writing lab.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 2 hours at one time with a total of 5 hours

Standing for a period of 1 hour at one time with a total of 2 hours

Walking for a period of 30 min at one time with a total of 1 hour

Lifting up to 20 lbs. occasionally

Carrying up to 20 lbs. occasionally

Use of right and left hand for simple grasping, pushing and pulling, and fine manipulating

Keyboarding approximately 2 hours daily

Bending, squatting and reaching above shoulder level occasionally

Driving automotive equipment occasionally

Work Environment

Regular exposure to favorable conditions such as found in a normal office environment.

Some evening and weekends may be expected in order to meet student needs. Employee may be required to travel.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature