



## **Reassignment Scope of Work:**

### **Coordinator of the Writing Center**

#### Background

The Writing Center supports the retention and success of students in English courses as well as other courses that require students to complete composition assignments. Located inside the Learning Center, the Writing Center integrates discipline-specific training of tutors, support and training for embedded tutors, and faculty-led workshops and in-person tutoring to offer writing support to day and evening students.

#### Position: Coordinator of the Writing Center

Under general direction of the Dean of Academic Support and Learning Technologies, coordinate faculty support of Writing Center services; work collaboratively with the Learning Center Tutor Coordinator to provide discipline-specific recruitment and training for peer and professional tutors, identify and develop specific academic supports in addition to tutoring, and support operational functions of the Center such as staffing, disseminating program information, and maintaining web site and informational materials.

#### Core Responsibilities

In this leadership position, the Faculty Coordinator's responsibilities exceed those of serving on a college committee and are different from those enumerated in [Appendix D1](#) of the AFT contract.

##### **Support Ongoing Program Planning and Assessment**

- Represent Writing Center at regular Learning Center meetings and at ASLT division meetings as needed to ensure integration of Writing Center operations with Learning Center and ASLT programs
- Collaborate with Director of Student Support and PRIE office to review relevant student retention and success data; identify opportunities for improving delivery of support services based on program assessment
- Work with Learning Center/Writing Center staff (Director of Student Support, Writing Center Instructional Aides, Tutor Coordinator) to maintain operational functions of Writing Center, including setting hours of operation, arranging necessary training for faculty and staff participating in Writing Center services, confirming staffing schedules, and maintaining Writing Center information on the Learning Center web site
- Assist in the recruitment and referral of prospective peer and professional tutors, support discipline-specific training processes as needed
- Oversee the planning and scheduling of regular writing workshops (in-person or via web conference as needed) for students throughout the year



## Canada College Office of Instruction

- Plan and schedule faculty English drop-In tutoring at the Writing Center and ensure coordination with Learning Center scheduling and information sharing methods
- Work with participating faculty to facilitate referral processes and articulate desired tutoring outcomes in partnership with Learning Center staff
- Provide support as needed to Learning Center staff to foster ongoing communication with faculty who will have embedded tutors in their classrooms and support faculty-embedded tutor mentorship generally
- As needed, present reports to participatory governance bodies on the goals and progress of the Writing Center.

### **Serve in a campus leadership capacity to advocate for support of the Writing Center and the Learning Center**

- Regularly update the campus through presentations at participatory governance meetings to inform stakeholders of the work being done and current plans to support students
- Coordinate with the Director of Student Support and Professional Development Planning Committee to identify opportunities to increase faculty participation and awareness of Writing Center activities and resources
- Support college processes to advocate for support of Writing Center, including resource request and prioritization processes
- Provide discipline expertise in the development, review, and revision of policies and procedures related to providing academic support for writing

### Desirable qualifications include:

- At least one year of experience organizing or participating in a tutoring/learning assistance program
- Understanding of tutoring methodology vs teaching methodology, the concept of metacognitive skill-building, and principles of scaffolding academic support in a college environment
- Willingness to work collaboratively with Learning Center staff in an academic support partnership

### Reassignment Expectation

0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester. Part-time faculty paid hourly (non-instructional load rate). Term: 2 years, renewable.

**Responsible Administrator:** Dean of ASLT.