



Job Description

Position Title	Writing Center Coordinator/ESL Coordinator
Department	EHSAS Center
Reporting To	Director, Writing Center
Date	November 2015
Type of Position	Full Time

POSITION DESCRIPTION

The ESL Coordinator will assist the Director, Writing Center in the day-to-day administration of the Writing Center and the implementation of its programs. The coordinator will also be responsible for designing and implementing programs specifically supporting English language learning at the undergraduate level.

DUTIES AND RESPONSIBILITIES

- ✓ Providing robust administrative support to the director
- ✓ Ensuring scheduling and staffing of English language learning programs
- ✓ Developing tools for English assessment and remediation
- ✓ Implementing supporting programs for English learning
- ✓ Assisting with summer programs that support English language learning and proficiency.
- ✓ Working on other tasks as assigned by Director, Writing Center

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">✓ M.A. in English Composition, Literature, or related field✓ TEFL/TESOL certification
Required Experience	<ul style="list-style-type: none">✓ Experience of teaching disciplinary English/composition (e.g. business, technical, scientific)✓ Demonstrated success in designing and leading small workshops or seminars✓ Demonstrated staff management experience✓ Conduct workshops pertaining to undergraduate-level writing.✓ Work one-on-one with writers from diverse backgrounds.✓ Maintain records and reports related to writing center work.✓ Learn, apply and explain policies, procedures, rules and regulations.✓ Communicate effectively, both orally and in writing.