

## Job Description

Position Title	Associate, Writing Center
Department	The Writing Center/EHSAS
Reporting To	Manager, Learning Support Services
Type of Position	Contractual Full Time

<b>POSITION DESCRIPTION</b>
Incumbent will assist in the day to day running of the writing center including writing tutoring, designing and conducting workshops, development of writing resources etc. He/she must demonstrate excellent reading, writing, and analytic skills, as well as have extensive experience in academic writing and all its aspects including organization, critical thinking, argumentation, coherence, syntax and paragraphing, grammar rules, citation, formatting, etc. The position will also be responsible for helping the Writing Centre in creating programs for oral communication skills and connecting the Writing Centre with various external sources/organizations.

<b>DUTIES AND RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Create/improve handouts/brochures/articles/videos to aid students in college assignments/grad-school applications/business writing etc.;</li> <li>• Research and create links to appropriate and good resource material available on the internet;</li> <li>• Assist in the development of a communication (written and spoken) skills program;</li> <li>• Meet with students individually and in small groups to help them with the writing process;</li> <li>• Participate in and lead workshops on writing and/or other related aspects for both students and staff;</li> <li>• Assist in the day-to-day running of the center including record-keeping, promoting writing services using social media etc., and other relevant duties as assigned;</li> <li>• Assist OAP with special tasks if and when needed: including but not limited to, assessing admissions essays, teaching in the summer programs etc.</li> <li>• Participate in end of contract evaluation.</li> </ul>

<b>REQUIRED JOB SPECIFICATIONS</b>	
Required Qualification	<ul style="list-style-type: none"> <li>• Bachelor of Arts (preferred major: English or other Liberal Arts degree);</li> <li>• Excellent command of written and spoken English.</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>• A background in academic and creative writing.</li> </ul>

<b>REQUIRED JOB COMPETENCIES (Technical and Soft Skills)</b>		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Verbal and written communication skills in English	High
2.	Technology skills (MS Office, PowerPoint, Social media etc.)	High
3.	Creative Writing	Intermediate
4.	Academic Writing	High
5.	Planning	High
6.	Initiative, problem-solving skills, and work ethic	High
7.	Networking/Interpersonal skills	High

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 Verified By (For HR Only)

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 Line Manager (If Any)

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 Head of the Department

Revision Date	November 2019	Version	1.0
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