

Job Description

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

POSITION DESCRIPTION

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.

DUTIES AND RESPONSIBILITIES

1. **Reading -Writing Tutoring**
 - a. Know and understand academic courses offered by faculty each semester. Connect Writing Centre's Offering to align with the course requirements related to writing. Meet with faculty to identify writing support needs for each semester.
 - b. Meet with students individually to help them in enhancing their critical reading skills, writing skills, grammar, and with the writing process etc., as per their needs.
 - c. Help students understand and apply writing conventions, including proper citation and formatting guidelines.
 - d. Encourage students to engage in the writing process, from prewriting and drafting to revising and editing.
 - e. Tailor the tutoring sessions to meet the individual learning styles and preferences of each student.
 - f. Keep accurate records of tutoring sessions.
 - g. Stay updated on best practices in writing instruction and tutoring techniques to continually enhance effectiveness as a tutor.
 - h. Conduct small group tutoring for specific writing requirements of various courses.
2. **Workshops and Courses**
 - a. Plan, organize, and conduct workshops focused on enhancing students' academic writing skills at the college level which may include but not limited to writing academic papers, such as essays, research papers, and reports, as well as other essential academic skills like critical thinking, argumentation, citation, and formatting.
 - b. Facilitate students in enhancing their reading, listening, speaking and presentation skills.
 - c. Plan and collaborate with peers on innovative initiatives for freshmen and sophomore students, including Reading Seminars, Speaking Circles, and Writing Seminars.
 - d. Actively participate in planning, preparation and conducting of the summer programs (HU TOPS LEAP and SPLASH), facilitating community-building activities and academic workshops.
3. **Assessment and Remedial Program**
 - a. Identifying relevant assessment tools for assessing students' English language competencies
 - b. Developing and executing remedial programs
 - c. Working with EHSAS Centre to support students' peer tutoring program
4. **Administrative and Organizational Tasks**
 - a. Take responsibility for the upkeep and maintenance of the Writing Center's physical environment ensuring orderliness and overall functionality to provide a conducive space for student engagement and learning.
 - b. Maintain necessary supplies, stationery, and household items essential for the smooth operation of the center.
 - c. Being part of the planning and devising process for the Writing Center curriculum, academic calendar, and new reading and writing initiatives.
 - d. Support the team lead to manage, organize, and maintain all Writing Center data, its analysis, report writing and ensuring the successful transfer of all data to the SharePoint drive.
 - e. Create layout documents for the Writing Center website and Resource Center, communicating frequently with the IT department during the process.
 - f. Run and co-manage the Writing Center's CANVAS, TEAMS, and Facebook and Instagram accounts.

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- g. Assist OAP with special tasks if and when needed: including but not limited to, assessing admissions essays, teaching in the summer programs etc.
5. **Developing Resources**
- a. Research and create academic articles, videos, and handouts to enhance the Writing Center's Resource Center, aimed at aiding students in various aspects of academic writing, including college assignments, graduate school applications, and business writing.
6. **Continuous Improvement and Development**
- a. Actively seek out and participate in professional development workshops and sessions to enhance skills and knowledge.
 - b. Take ownership of the Writing Center and demonstrate adaptability in embracing changes and transitions, fostering a culture of continuous improvement.

REQUIRED JOB SPECIFICATIONS	
Required Qualification	<ul style="list-style-type: none"> • Bachelor of Arts (Four year degree with preferred major: English or other Liberal Arts degree) • Excellent command of written and spoken English.
Required Experience	<ul style="list-style-type: none"> • Strong background in academic writing, complemented by substantial tutoring and teaching experience.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
S#	Competency	Criticality (High / Low / Medium)
1.	Empathetic and respectful attitude towards students and peers	High
2.	Proficient verbal and written communication skills in English	High
3.	Technology skills such as MS Office, PowerPoint, social media platforms, CANVA, and familiarity with academic interfaces such as Canvas and Calendly, etc.	High
4.	Creative Writing skills	Intermediate
5.	Academic Writing skills	High
6.	Workshop planning, teaching and organization skills	High
7.	Initiative, problem-solving skills, and appropriate work ethic	High
8.	Networking/Interpersonal skills	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department