

COLLEGE WRITING CENTER – ASSISTANT DIRECTOR

GRADUATE ASSISTANTSHIP

The CWC Assistant Director will tutor and supervise daily activities in the College Writing Center for 20 hours per week. This position pays a tuition remission for full in-state tuition for the year and a stipend paid bi-weekly. This position is for the 2018-19 academic year, with the possibility of a one-year extension.

Normally, the Assistant Director is available for tutoring 10 hours per week and performs other duties for an additional 10 hours per week. The hours will be completed during weekday hours 10am - 5pm in the main CWC location, the Writers' Block in Carson 105. The hours will be fixed and predictable. Occasionally, the GA will be invited to complete tasks or assist with special workshops outside of those hours. Compensation includes full in-state tuition (annual value of \$10,870) and a \$3,000 annual stipend.

Responsibilities of the Assistant Director of the CWC, include, but are not limited to:

-Serves as a model tutor of writing, applying the CWC guidelines and philosophy. Provides feedback and guidance to tutors. Applies and reinforces best practices, maintaining a distinction between tutor and editor. (If there is not a qualified candidate who can be trained to tutor writing, then the other responsibilities below will take priority in selecting a candidate.)

-Mentors and supervises 4+ undergraduate tutors on each shift and works closely with the Director in mentoring and supervising entire staff of nearly 20. (Normally, the payroll is handled by another staff member.) Provide daily leadership in assisting student writers and in managing and mentoring undergraduate tutors and receptionists.

-Coordinates daily activities, maintains work schedules, resolves scheduling problems, and supervises reception staff.

-Supports and reports on CWC's collaborative program for Education and Community Health students who are referred by faculty for four mandatory sessions (Sustained Tutoring Program).

-Assists with in-class and public workshops on CWC services, peer response, citation, correcting common errors, and revision. Might occasionally lead such workshops, if appropriate.

-Consults, collaborates, and cooperates with CWC Director in all of the above duties.

Position Qualifications

The CWC Assistant Director GA requires a capable tutor and leader. Assets include:

- Experience tutoring writing in individual and/or small group settings. Strong academic writing skills and strong organizational ability and attention to detail. Interest in writing instruction in any form of education. (See exception above, under Responsibilities)
- Strong skills in multitasking, organization, and follow-through.
- Strong interpersonal communication skills.
- Maturity, responsibility, and professionalism to serve as a shift supervisor, role model and mentor to undergraduate tutors.

Interested candidates should submit an application through the Center for Graduate Studies by **June 1, 2018**. All questions should be directed to Dr. Jennifer Mitchell, at wblock@potdam.edu.

Application:

Center for Graduate Studies
Raymond Hall 206
(315) 267-2165
graduate@potdam.edu
www.potdam.edu/graduate

Position Information:

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