The Writers' Block Assistant Director will tutor and supervise daily activities for 18 hours per week. The Assistant Director tutors, mentors, supervises, and coordinates as follows.

Responsibilities of the Assistant Director include, but are not limited to:
- Serves as a model tutor, applying Writers’ Block guidelines and philosophy. Provides feedback and guidance to tutors. Reinforces our techniques, maintaining a distinction between tutor and editor.
- Assists in mentoring and supervision of 12+ undergraduate tutors who provide as many as 1,700 sessions per year. Up to four tutors work each hour, and each hour is supervised by the Assistant Director or another shift supervisor.
- Supports a socially respectful and responsible collaborative culture among staff. The most important element of the job is the leadership, management, and mentoring of undergraduate peer tutors. The GA works closely with the Director to make decisions and judgment calls and to manage the business of the center.
- Coordinates daily activities, maintains work schedules, and supervises reception staff. Assists in planning and conducting staff meetings. Assists in clarifying and improving policies and practices. The Assistant Director may processes time sheets, help to revise staff manuals, and develop new initiatives.
- Leads or assists with in-class and public workshops on Writers’ Block services, peer response, correct citation, correcting common errors, and revision.
- Consults, collaborates, and cooperates with Writers’ Block Director in all of the above duties.
- Normally, the Assistant Director tutors 10 hours per week and performs other duties for an additional 8 hours per week, all during weekday hours 10am - 5pm. The Assistant Director may occasionally be asked to try to shift hours to cover special workshops.

Position Qualifications
The Assistant Director GA requires substantial writing, speaking, and critical thinking skills that will allow the GA to function as a capable tutor and leader. Additional assets include:
- Experience tutoring writing in individual and/or small group settings.
- Strong academic writing skills.
- Strong organizational ability and attention to detail.
- Strong interpersonal communication skills.
- Maturity and responsibility to serve as role model and professional colleague.
- Interest in writing instruction in any form of education.

Interested candidates should submit an application by July 1, 2019.

All questions about the position should be directed to Dr. Jennifer Mitchell, at writersblock@potsdam.edu.

Total Compensation: $11,320 tuition remission (full instate tuition) and $3,000 annual stipend

Submit application to:  
Center for Graduate Studies  
206 Raymond Hall  
(315) 267-2165  
gradae@potsdam.edu  
www.potsdam.edu/graduate

Information:  
Dr. Jennifer Mitchell  
Carson 106  
315-267-3059  
writersblock@potsdam.edu