

Southwest Texas Junior College - Job Description

2401 Garner Field Road, Uvalde TX 78801 ☐ HR: 830.591.7330 Office ☐ 830.591.2913 Fax

Title: Writing Center Coordinator

Description of Job Duties: Primary duties include providing instruction and leadership in all aspects of developing and administering the writing center at Southwest Texas Junior College. The coordinator will maintain writing center policies and procedures; will train and supervise all writing center tutors and will develop and provide outreach services to support Faculty in all disciplines. The center coordinator will be responsible for developing and updating instructional materials; experience in teaching, advising, and mentoring low income, first generation, educationally disadvantaged and at risk students is preferred. Work rules, code of conduct and others policies are part of the essential functions of the job.

The following responsibilities are intended only as illustrations of the various types of work to be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Performs other duties as assigned.

1. Intrusive advisement of at-risk students, student athletes, disabilities students, advising letter cut students and other student populations as requested.
2. Monitors and evaluates progress of students who are receiving tutoring.
3. Assessment of participant's needs and development and management of Individual Academic Plans.
4. Designs and conduct seminars and workshops.
5. Works directly with faculty and staff to engage and collaborate with students on a variety of initiatives.
6. Hires, trains, observes, and supervises peer tutors.

QUALIFICATION REQUIREMENTS

Education: Bachelor's Degree required. Master's degree preferred. (English or other related field).

Experience & Training: Experience working in a tutoring and advising program. Experience in provision of services to individuals with disabilities. Working knowledge of assistive technology and its implementation related to academic accommodations. Experience working with Student Activities or Student Life programs. Experience working with economically, educationally, and socially underrepresented populations.

Additional Qualification Requirements: Bilingual (English/Spanish) preferred. Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background and reference check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.