

## Coordinator of CTU Writing and Resource Center Job Description

The Coordinator of CTU Writing and Resource Center is a part-time (12-15 hrs/week on campus) position. The Coordinator reports to the Assistant Dean for Academic Advising and Programs. The Coordinator's major responsibility is to assist students in improving their English language skills.

The job of the Coordinator includes but is not limited to the following:

### **Student Assessments**

- assist the Enrollment Management office in assessing the English proficiency of international student applicants
- make recommendations to the Director of Enrollment Management about students who should be required to participate in English for Theological Education (ETE) as a condition of acceptance
- meet with and assess the specific language needs of students who have an ETE requirement
- inform program directors when a student who has an ETE requirement has met that requirement
- meet with and assess students who request tutoring
- inform faculty of any students in their classes who are receiving tutoring
- do the one-on-one tutoring of students deemed to have most significant need
- Coordinate with the administrator of the "Career Services for Ministry" program to provide support for resume writing skills and job search preparation

### **Working with Tutors and Staff of the Writing and Resource Center**

- recruit, hire, train and supervise tutors and WRC drop-in volunteers
- inform students about the tutoring program through posters, emails and the new student orientation program
- match students with tutors
- monitor the progress and success of the tutoring program through end of semester surveys of all participants
- administer and promote the on-campus Writing and Resource Center

### **Online Presence**

- maintain D2L course site for Writing and Resource Center, updating it in response to needs identified by faculty, tutors or students

- update and oversee modules on writing for Essential Skills for Theological Education

### **Work with Faculty**

- work with faculty to identify specific writing skill areas that need to be strengthened to ensure student success
- provide support for faculty in teaching to multi-lingual learners
- work with other members of the faculty, including the library staff, to develop and present workshops targeting reading, writing, research and presentation skills as well as other workshops on topics suggested by faculty and students
- respond as appropriate to requests from faculty and staff for assistance with writing-related projects

### **Reporting**

- meet regularly with the Assistant Dean for Academic Advising and Programs for supervision and collaboration
- provide the Committee on Assessment with a yearly report on the activities of the Writing and Resource Center
- serve as a visiting member of the Board of Trustees Student Affairs Committee and provide them with twice-yearly reports on the activities of the Writing and Resource Center
- collaborate with the Assistant Dean for Academic Advising and Programs in developing budget and tracking tutor time sheets

### **Qualifications**

- Minimum of a Master's degree in theology or a related field
- Teaching experience preferred