

# JOB DESCRIPTION



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**Position Title:** Writing Lab Supervisor

**Department:** Student Services

**Employment Category:** Administrative Staff

**Primary Location:** District-wide  
Based on the Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-Time; 11 Months/Year

**Pay Grade:** AS13

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**Position Summary:** The Writing Lab Supervisor is responsible for providing oversight and coordination of tutoring services in language and writing skills across the curriculum in collaboration with faculty, including coordinating the training and scheduling of full-time, professional, senior, and peer tutors to meet the needs of students, and for creating and implementing writing tutorial programs that guide and assist students with homework, problem solving and test preparation, facilitating student learning and understanding.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Collaborates with faculty in the creation and implementation of a writing lab program; provides input into operating policies and procedures; markets the tutoring lab and its services; develops and conducts tutor and tutee workshops that promote integrity and consistency of tutoring services; participates in open house and orientation tours; guides and coordinates tutors' daily activities, ensuring alignment with specified program goals and operating requirements

Supervises full-time, professional, senior, and peer tutors, including making hiring recommendations, designing and implementing training activities, scheduling tutor services, etc.

Provides tutor services to individual students or groups of students in scheduled group study sessions to review principles, solve problems, and review student essays; assists students to develop writing skills and assists with the mechanics of writing skills; conducts classroom visits; assists students with computer use, discusses ideas for papers, reviews speeches; assists students with language and reading assignments; coordinates tutoring services with Student Services and instructors; recruits developmental students

Serves as the instructor of records for developmental courses as assigned

Researches and selects learning materials, textbooks, software and equipment to facilitate tutoring; coordinates training sessions; identifies and implements technology for use in the lab; reviews and revises programs and procedures

Participates in college-wide meetings, committees, training and events as required

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Master's degree in English, journalism, or a related field, from a regionally accredited institution of higher learning recognized by the US Department of Education

Four years related professional experience, preferably in a higher education instruction and/or tutoring

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of peer counseling/tutoring processes and methods

Knowledge of tutorial/learning materials and instructional aids

Knowledge in areas of writing, English, journalism

Skill in preparing instructional aids and plans

Skill in supervisory practices and techniques

Skill in listening to issues, synthesizing information and reaching sound conclusions

Skill in dealing effectively with upset or anxious students

Skill in presenting ideas and concepts orally and in writing

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

**Work Environment:** Work is primarily performed under general supervision in a typical office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Vice President for Student Services

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.