



## Job Class Specification

**TITLE:** Writing Advisor I  
**FLSA:** NONEXEMPT  
**EEO6:** H30  
**IPEDS-SOC:** 3099-02

**JOB CODE:** N07WAA  
**JOB TYPE:** Systemwide  
**JOB FAMILY/SERIES:**

**APPROVED BY:** Chancellor's Designee:  
Carolyn Skolnik, Associate Vice Chancellor

**EFFECTIVE DATE:** 10/03/2016

### JOB SUMMARY

Under direct Supervision, functions as a team member of an institutionally defined, self-directed team providing general tutoring duties to students. Work involves a small variety of specialized tasks consistent with a clearly defined environment and objectives.

### PRIMARY DUTIES

1. Provide synchronous and/or asynchronous writing advice to students
2. Handle responding to short questions from students
3. Retrieving and returning student work
4. Ensure all interactions with customers is professional, cordial and timely
5. Assists in the development of team/department goals
6. Assists in the communication of issues across the team/department
7. Perform other job-related duties as assigned

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### MINIMUM QUALIFICATIONS

**EDUCATION:** Bachelor's Degree

**EXPERIENCE:** Minimum of one years' experience and/or training as a writing tutor or one years' experience as a writing teacher

**OTHER:** None

### REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Excellent organizational, oral, and written communication skills. Strong writer with training/background in online writing center operations or online teaching.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

N/A