



Job Class Specification

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

JOB CODE: N08WAS
JOB TYPE: Systemwide
JOB FAMILY/SERIES:

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

EFFECTIVE DATE: 10/03/2016

JOB SUMMARY

Under general supervision, functions as senior 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. Lead trainer for writing advisors; assists them in developing their response skills, and monitors interactions with students/customers
2. Provide synchronous and/or asynchronous writing advice to students (e.g. Composition, rhetoric, writing pedagogy)
3. Handle responding to short questions from students and generating weekly usage reports
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 two years' experience and/or training as a writing tutor or two 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