JOB DESCRIPTION

Coordinator of Off-Campus Writing Centers

Definition of Class
Incumbent in this position is responsible for coordinating and maintaining the Writing Centers off-campus which includes writing assistance and orientation/instruction sessions for students at the University. The Incumbent exercises discretion and independent judgment.

Examples of Work Performed
Trains, and supervises a staff of student writing consultants.

Conducts writing and skills development workshops for students at all levels, including graduate students.

Personally serves as a writing consultant for students having advanced writing assignments or questions.

Maintains computer hardware and software.

Conducts student orientation sessions.

Communicates with university students, faculty, and community concerning services available.

Evaluates staff according to university policy.

Interviews and hires applicants for center positions.

Conducts staff training sessions and workshops.

Prepares budget for approval; monitors budget; and orders equipment and supplies.

Schedules center staff and hours of operation.

Prepares payroll and all necessary documentation.

Performs various personnel actions, including hiring, training, evaluation, and payroll.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Oversees the activities of the off-campus Writing Centers.

2. Communicates with university students, faculty, and community regarding services.

3. One-on-one consultations with students about their writing.
**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; stand; walk; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in English or a related field from an accredited four-year college or university.

    **AND**

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/13/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer*