Description of Position

Under the direction of the Dean, Language Arts Division, the Senior Instructional Specialist/Lead Coordinator for the Writing Center will assist in overseeing the daily operations of the Center; supervise and assist in the training, and assessment of student tutors; tutor incoming students according to Writing Center policy, pedagogy and best practices and provide marketing and outreach for the Center. The individual hired for this position will be responsible for coordinating the Writing Centers at each of the District’s campuses.

Minimum Qualifications

Education and Experience:
Any combination equivalent to:
• Bachelor’s degree in a writing-related field and
two years of experience working in a tutorial or teaching setting

Representative Duties

• Tutor incoming students; provide appropriate and effective feedback to students about their compositions according to Writing Center policy, pedagogy, and best practices.
• Assist students with computer skills; explain and demonstrate computer software programs.
• Establish data collection and analysis systems to ensure accurate data collection; compile, prepare and tabulate statistics for a variety of reports related to Writing Center services and activities.
• Assist in guiding faculty, staff, and tutors in best practices for Writing Center services.
• Work with faculty and programs across the disciplines and campuses to better serve student’s composition/rhetoric needs.
• Develop, create and produce internal communication such as newsletters, pamphlets and brochures for distributions to campus community.
• Plan and coordinate marketing and outreach services for the Writing Centers throughout the District.
• Plan, monitor and maintain budget; order; perform clerical duties, including maintaining inventory and supply records, and collecting timesheets from student tutors for Payroll processing.
• Attend weekly staff meetings and participate in other districts committees as requested; attend Intro to Writing Consultancy class as appropriate.
• Attend professional development opportunities as available.
• Utilize the District’s integrated software in performing the required duties of the position.
• Perform related duties as assigned.

Conditions of Employment

• Salary is at Range 41 ($21.52 hourly / $3,730 monthly).
• Initial placement on step AA.
• Minimum 5% increase if promoted.
• 10–working month probationary period.
• Union membership upon employment.
• PERS Retirement.
• Medical/dental/vision insurance program for employee and dependents.
• Employee life insurance ($100,000) is provided.

Working Conditions

Environment
• Instructional laboratory environment.
• Constant interruptions.

Physical Abilities
• Ability to move from site to site.
• Ability to communicate with students/employees/public.
• Ability to read documents.
• Ability to sit and stand for extended period of time.
• Ability to reach in all directions.
• Ability to operate a computer and office equipment.

Screening Procedure

Only complete application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview. All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline,

February 19, 2015 / 4:30 p.m.

• Completed COS classified application form
• Letter of interest addressing your interest in this position and the representative duties
• Resume
• Unofficial copies of transcripts of all college/university work. Official transcripts required upon employment.

Send to:

Linda Reis
(559) 730-3867
LindaRei@cos.edu
Human Resource Services
College of the Sequoias CCD
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277

Notice to all candidates for employment

“College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.”

“College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.”