

# University of Houston – Clear Lake

## Position Description

Job Title: **Program Coordinator (Writing Center)**

Job Code: **3093**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree, preferably in English, Composition, Linguistics, Education, or closely related field.	Master's degree in English, Composition, Linguistics, Education, or closely related field, or at least 18 hours towards a Master's Degree in one of these fields.
Experience	Minimum one year's experience working with non-native speakers in a university or secondary school setting.	Two years' experience working with non-native speakers in a university or secondary school setting. Experience working with bilingual speakers highly desirable. At least one year working in a writing center setting.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Program Coordinator will assist the writing center director by coordinating special writing center services. These services include the following: Programs for non-native and bilingual speakers of English and students with disabilities; The Center's on-line tutoring service; Workshops offered on focused topics; Writing Advisors attached to discipline-specific courses. Responsibilities will include creating, scheduling, and delivering workshops and other activities designed to assist students in improving their writing skills, training and overseeing tutors who deliver tutoring on-line, working with the director to train tutors to work with non-native and bilingual speakers and students with disabilities, coordinating the center's writing advisors program, and creating publicity and outreach materials for non-native and bilingual speakers.

Duties and responsibilities	% Time
Create and coordinate services for non-native speakers of English, bilingual speakers of English, and students with disabilities.	30
Organize workshop schedule.	20
Oversee Writing Advisor program.	20
Oversee on-line tutoring services. Train tutors to provide on-line tutoring. Assist the Director in training tutors to work with non-native and bilingual speakers of English, and to work with students with disabilities.	20
Create publicity and outreach materials and programs to advertise services to non-native and bilingual speakers of English. Other duties as assigned.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*