Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Writing Associate
Department: Writing Center
Reports to title: Director of the Writing Center
Full Time: _______ Part Time: X Date Prepared: 7/15/2019
Position Grade: Casual, term-limited (September 1, 2019-December 20, 2019)
Regular Daily Work Schedule: TBD, includes Sundays and/or evenings until 8pm.
Pay Type: Weekly X Monthly______ Months Per Year: 3.5 Hours Per Week: 8-12
(Summer Months) Months Per Year: 0 Hours Per Week:______

1. Summary of Position:

The Writing Associate offers students individualized tutorials, whether as support for a writing project (e.g., class assignment, honors thesis, application letters and essays), or as general instruction supporting a student’s development as a writer. At all times, the Writing Associate takes appropriate actions to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment for all.

2. Principal Duties and Responsibilities:

- (90%) Provide writing instruction, as general instruction and tutorials in the Writing Center or other locations.
- (5%) Communicate, collaborate, and confer with other members of the Writing Center staff about subjects germane to their Writing Center duties.
- (5%) Other duties as required.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Requires communication skills for effective teaching of Amherst College students and for collaboration with colleagues at the Writing Center. Frequently writes complex responses based on specialized knowledge, interpretation, and expertise.
4. **Education:** (include certifications and licenses)
   Required:
   - Master’s Degree in a relevant field.
   - Formal or on-the-job training in composition, rhetoric, or writing pedagogy.

   Preferred:
   - Training in multilingual writing support or English-as-a-Second-Language.

5. **Experience:** (List specific skills necessary to perform this job)
   Required:
   - Minimum of 2 years professional experience of effective writing instruction, either in a college or university writing center or similar environment, or as a college-level writing course instructor.
   - Strong verbal and written communication skills.
   - Commitment to diversity and inclusion.

   Preferred:
   - A combination of training, study, and professional experience in Writing Center pedagogy.

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
   - Repetitive motions – hands, wrists, fingers
   - Ability to lift, carry, pull and/or push 10 lbs.
   - Visual – normal concentration

7. **Decision Making:**

   Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies; decisions and actions are regularly reviewed by supervisor.

8. **Supervision Exercised/ Received:**

   Moderate supervision received

   Supervisory Responsibility: Yes ________ No ________ X

   Number of Employees Supervised: _