

Northwestern Michigan College

Job Description

Job Title: Writing Center Reader-Student Employee
Department: Writing Center
Reports To: Coordinator-Writing Center
FLSA Status: Non-Exempt
Prepared By: Judy Chu, Writing Center Director
Prepared Date: February 2, 2009, revised July 7, 2020
Approved By: Erika Cotner
Approved Date: July 8, 2020

Summary

The Student Reader assists student writers across the curriculum at all stages of the writing process, by working with a writer in individualized meetings and responding to brainstorming, content, organization, evidence, citations, mechanics and any other concerns. Readers will work primarily through one-on-one (face-to-face or synchronous electronic) conversations with student writers seeking help, but also sometimes in joint conversations (e.g., two readers with a student in a virtual video conference) or via asynchronous written feedback. Readers will also be assisting in various initiatives in the NMC Writing Center and taking part in ongoing skills development activities during work hours.

EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES and/or REGISTRATIONS

Required:

- To be eligible for student employment in a semester, the student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer).
- Completed and/or received credit for the ENG 111 and 112 composition courses.
- Access to laptop or desktop computer with video/web camera and reliable internet access.
- High school diploma or general education degree (GED).

SUPERVISORY RESPONSIBILITIES

None

Essential Duties And Responsibilities include the following. Other duties may be assigned.

- Assist students in the Writing Center (or its satellite locations) primarily in individualized meetings and also on paper or electronically (via phone or remote video conferencing).
- Copy and maintain files of his/her meeting notes (or in remote service situations, document meeting details electronically via MySuccess and internal WRC group email record-keeping).
- Once or twice a semester participate in training workshops
- Participate in on-campus orientation, and skill development activities during work hours
- Explain services in classroom WRC visits, when asked
- Attend a two day training session (Fall)
- Attend a one day training session (Spring)
- Attend Readers' meetings when they occur
- Monitor WRC group email communication regularly during the semester
- Be able to commit to working at least one school year.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees of the College.

Mathematical Skills

The following is needed only as it applies to writing content in student papers: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of internet, email, calendaring software, google docs, word processing and spreadsheet software. Student readers will be trained in videoconferencing platform (e.g., Zoom, Google hangouts) for remote service situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions while traveling between buildings on campus. The noise level in the work environment is usually moderate.

3/28/18

S:\Human Resources\JOBDESCR\Student\Student Reader-Writing Center 3.14.doc