

Northwestern Michigan College Job Description

Job Title: Writing and Reading Center Reader-Student Employee
Department: Writing and Reading Center
Reports To: Coordinator-Writing and Reading Center
FLSA Status: Non-Exempt
Prepared By: Megan Ward, Writing and Reading Center Coordinator
Prepared Date: August 22, 2000, Revised March 28, 2005, Revised March 8, 2012
Approved By: Bill Hendry
Approved Date: April 2, 2003

SUMMARY

The Student Employee-Reader assists student writers and readers across the curriculum by responding to drafts - paying attention to content, comprehension, organization, evidence, and mechanics - in conferences, working in the NMC Writing and Reading Center Office.

EDUCATION, EXPERIENCE, CERTIFICATIONS and/or LICENSES

Required:

- Student must be enrolled half time during that semester (minimum NMC academic credits: 6 for fall; 6 for spring; 3 for summer)
- High school diploma or general education degree (GED)
- ENG 111 and 112 (or equivalents) completed successfully

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL DUTIES AND RESONSIBILITES include the following. Other duties may be assigned.

- Assist students in the Writing and Reading Center with drafts in conferences.
- Copy and maintain files of his/her own written work.
- Once or twice a semester assist in conducting training workshops.
- Visit classrooms to explain services.
- Attend a two day training sessions (fall).
- Attend a one day training session (spring).
- Attend Readers' meetings monthly.

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.

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.

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