 **Writing Consultant I Standard Job Description**

**Classification Title:** Writing Consultant I

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 6

**Job Description Summary:**

The Writing Consultant I, under supervision, provides consultation and basic tutoring for students and other University Writing Center customers. Assists with development and revision of consulting and PR materials and Represents the Writing Center at conferences and other University events.

**Essential Duties and Tasks:**

**35% Tutoring and Consultation**

* Provides basic tutoring of students regarding their writing, speaking, and audio/video skills.
* Consults with students online and face-to-face regarding writing matters.
* Consults with specified classes/departments regarding writing matters.
* Assists with delivering classroom workshops.
* Maintains records of consultations.

**25% Program Coordination and Support**

* Coordinates and executes writing program duties, including training consultants, assigning and communicating with applicants, and maintaining program records.
* Assists with organizing programs, including writing retreats.
* Assists with scheduling and rearranging appointments as needed.
* Assists in coordinating staff, team, and team leader meetings.
* Represents the writing center at conferences and university events.

**20% Development and Training**

* Assists with development and revision of tutoring and PR materials.
* Assists in the hiring process for new consultants.
* Assists in training new student consultants and provides ongoing training and professional development for current consultants.
* Presents at staff training sessions and team meetings as needed.
* Assists in teaching tutor training classes.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* No prior experience required.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Excellent verbal and written communication skills.
* Knowledge of writing basics.
* Knowledge of word-processing, spreadsheet, and database applications.

**Machines and Equipment:**

* Computer
* Phone
* Copier

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**