 **Writing Consultant III Standard Job Description**

**Classification Title:** Writing Consultant III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Writing Consultant III, under supervision, provides consultation and tutoring for students and other University Writing Center customers. Develops and revises tutoring and PR materials. Represents the Writing Center at University and off-campus conferences and events. Serves as a Team Leader for Writing Assistants.

**Essential Duties and Tasks:**

**35% Advanced Tutoring and Consultation**

* Provides advanced tutoring of students regarding their writing, speaking, and audio/video skills.
* Consults with specified classes/departments regarding writing or audio/video matters.
* Provides writing feedback and instruction to graduate students in individual appointments and occasionally in small groups.
* Guides graduate students who are writing theses through the process of finding a topic, preparing an idea paper, writing a proposal, and/or finishing a thesis.
* Assists thesis and dissertation students with proper formatting and graduate school compliance.

**25% Program Development and Support**

* Assists graduate student writing groups and programs.
* Develops and revises tutoring and PR materials.
* Assists with faculty newsletter production, social media, and web content.
* Administers events programs, including responding to inquiries, assigning events, and maintaining records.
* Represents the writing center at external conferences.

**20% Training and Supervision**

* Trains Writing Consultant I and II positions and Writing Assistants.
* Serves as Team Leader for Writing Assistants and may supervise one or more Writing Consultant I and II positions.
* Trains new student consultants and provides ongoing training and professional development for current consultants.
* Presents at staff training sessions and team meetings when 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.

**Qualifications**

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* Four years of related experience as a writer, editor, writing or public speaking teacher, tutor or administrator at a writing, speaking, or learning center, or with graduate students involving dissertation and thesis writing.

**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.

**Additional Information**

**Machines and Equipment:**

* Computer
* Phone
* Copier

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* This position will require some night or weekend supervisory duty as needed.

**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**