

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Student Writing Consultant

DEPARTMENT: Writing Center

DATE: August 29, 2016

SCHEDULE: Flexible;
Sunday – Thursday
afternoons/evenings

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director of Writing Center

JOB FUNCTION:

Work with individuals to help them express themselves more fully, clearly, and correctly through their writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	90%	Daily	Working one-on-one with Drury students in the Writing Center, helping them express themselves more fully, clearly, and correctly in writing.
2.	5%	Occasionally	Acting as a liaison for the Writing Center by describing our services to groups of students and instructors across campus. help interview and hire new Writing Consultants
3.	5%	Occasionally	Giving presentations on writing-related topics.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possess a facility with writing (demonstrated by writing samples, grades earned in writing-intensive courses, and faculty recommendations) and a willingness to learn about various methods of teaching writing.
2. Possess strong speaking and listening skills in one-on-one and in-group settings.
3. The ability to teach effectively and communicate to students the different purposes of consulting and editing.
4. Must have a FAFSA on file with the Financial Aid Office for the current academic year.
5. Must be enrolled in day school for at least 12 credit hours.

WORK CONDITIONS:

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. The noise level in the work environment is usually moderate.

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. Specific vision abilities required by this job include close vision.