

**MICHIGAN TECHNOLOGICAL UNIVERSITY  
CLASSIFICATION DESCRIPTION**

**Job Title:** ADMINISTRATIVE COORDINATOR OF THE MICHIGAN TECH WRITING CENTER  
(NINE MONTH, 41 WEEK POSITION)  
**Department:** WRITING CENTER/HUMANITIES  
**Salary Guideline:** \$27,379 – \$31,000 (pay grade 120)  
**Exempt (Y/N):** YES  
**Supervisor:** DIRECTOR, MICHIGAN TECH WRITING CENTER

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**SUMMARY:** This position is responsible for providing administrative support to the Director and Associate Director and for assisting with the effective functioning of the Michigan Tech Writing Center through organizing and maintaining scheduling, databases, record keeping, and monitoring both graduate and undergraduate writing coaches as well as providing experienced coaching and customer service.

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

Provide daily oversight of operations of the Writing Center.

Coordinate, develop and monitor Writing Center scheduling system each semester and develop new scheduling processes as needed.

Maintain Writing Center record-keeping system, semester-enrollment sheets, database, files and materials.

Provide accurate reports to Associate Director and Director regarding information and numerical data necessary for annual report and budgetary concerns.

Monitor writing coach appointments and walk-in schedule, document absences and fill in as needed.

Provide expert coaching to students as needed.

Serve as experienced resource for graduate and undergraduate writing coaches.

Implement Writing Center publicity and development of promotional materials in coordination with Associate Director and Director.

Maintain and update Writing Center website in conjunction with Associate Director and Director.

Record and maintain inventory and oversee Writing Center equipment and supplies, arranging for purchases, repairs, storage, and disposal.

Contribute to coach education program under the direction of the Director and Associate Director.

Communicate observations, requests, concerns and other relevant information regarding the effective functioning of the Center to the Associate Director and Director on a regular basis.

Communicate information, requests, and deadlines to graduate and undergraduate student staff in person and via email.

Communicate information regarding Writing Center policies and scheduling to students and faculty.

Monitor and maintain a friendly student-centered environment in the Writing Center.

Monitor and follow-up on work-study office assistants' assignments.

Revise approaches as necessary.

Maintain and update Writing Center archive.

**SUPERVISORY RESPONSIBILITIES:**

Functional supervision is exercised over work-study student assistants and undergraduate writing coaches.

**QUALIFICATION REQUIREMENTS:** 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.

**EDUCATION and/or EXPERIENCE:**

**REQUIRED:**

**Bachelor's degree in Education, English or a related field, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.**

**Experience working with details of office management, including database management, spreadsheets and scheduling.**

**Experience working in supervisory relationships that require leading through motivation, example, and humor.**

**Strong computer skills - knowledge of and/or ability to learn Excel, Microsoft Office, and database management software.**

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- HUMANITIES/WRITING CENTER**

**HIGHLY DESIRABLE:**

**One-year experience working individually with college students on literacy competencies.  
Experience interacting with international students and domestic students from diverse cultures.  
Experience with web design and maintenance.**

**OTHER SKILLS AND ABILITIES:**

**REQUIRED:**

**Excellent interpersonal skills.  
Excellent written/oral communication skills.  
Excellent record of dependability.  
Demonstrated ability to organize and prioritize multiple projects concurrently with attention to detail and accuracy.  
Demonstrated ability to work as a member of a team.  
Demonstrated time management and problem solving skills.  
Demonstrated ability to monitor assumptions and communicate effectively with diverse constituencies.  
Demonstrated ability to work in a self-directed manner in a busy environment.  
Ability to attend to details that support an effective learning environment.  
Commitment to on-going professional development in the fields of literacy and writing center studies.  
Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty and staff.**