

## **MVNU Student Employment Job Description**

**JOB TITLE:** Writing Coach

**DEPARTMENT:** Center for Student Success

**REPORTS TO:** Priscilla Mills, Academic Enrichment Coordinator & Director of Writing Lab

**PAY GRADE:** Current student-worker pay rate

### **POSITION OVERVIEW:**

Writing Coaches are student employees for the Center for Student Success who staff the Writing Lab for ENG-1084 College Writing with Lab and meet with students individually, assisting them to develop their writing through the writing process

- **Requirements:**
  - 1 year of college education
  - 3.0 cumulative GPA in college credits
  - Recommendation on academic writing skills from a faculty member
- **Necessary Applicant Skills:**
  - Dependability in maintaining appointments
  - Proficiency in college-level academic research and writing
  - Effective use of time-management and organization
  - Ability to communicate well and to give and receive feedback constructively
  - Ability to work cooperatively with other coaches, CSS staff, and students
- **Expectations for a Successful Applicant**
  - Be attentive and responsive to student needs
  - Demonstrate sensitivity to and appreciation for diverse backgrounds
  - Empower students in their writing process by helping them identify, organize, and develop their own thoughts
  - Implement tutoring strategies, methods, and procedures based on student needs
  - Maintain confidentiality of students' personal and academic information
- **Responsibilities of a Writing Coach**
  - Complete online training and attend in-person training throughout the academic year
  - Conduct Writing Lab sessions in accordance with Writing Lab procedures
  - Conduct structured appointments, coaching students on their writing process to help them identify strategies for improvement
  - Maintain scheduling calendar and host individual appointments in Thorne Library
  - Communicate concerns with supervisor regarding students, coaching, or the Writing Lab
  - Submit detailed report of each appointment or Lab in MVNU Connect
- **Normal Working Hours and Days:** Writing Coaches are required to maintain 5 hours of availability per week for appointments and Writing Lab sessions. Writing Coaches will communicate with the Director of the Writing Lab at the start of the semester to sign up for lab hours.

- **Attire on the Job:** University Dress Standard as listed in the Student Handbook