

## **MVNU Student Employment Job Description**

**JOB TITLE:** Writing Coach

**DEPARTMENT:** Center for Student Success

**REPORTS TO:** Academic Resources Coordinator & Director of Writing Lab

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

**POSITION OVERVIEW:** Writing Coaches are available by appointment to meet with any students individually to assist them with developing their writing. They also staff Writing Labs for ENG-1084 College Writing with Lab and assist students attending labs.

- **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 and CSS staff
- **Expectations for a Successful Applicant**
  - Be attentive and responsive to student needs
  - Demonstrate sensitivity to and appreciation for diverse backgrounds
  - Help students identify, organize, and develop their own thoughts
  - Be familiar with academic writing and research requirements and resources
  - Maintain confidentiality of students' personal and academic information
- **Responsibilities of a Writing Coach**
  - Training requirement: five hours of online training, two-hour all-staff training at the start of school year, two hours of ongoing training for each semester of continued employment
  - Conduct Writing Lab sessions in accordance with Writing Lab procedures
  - Conduct structured 1:1 appointments, coaching writers on their writing process
  - Maintain scheduling calendar and host individual appointments in Thorne Library
  - Submit detailed report of each appointment in MVNU Connect
  - Communicate with supervisor regarding students, coaching, or the Writing Lab
- **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 for assigned lab hours.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook