

# Roberts Wesleyan University

## **Title**

Academic Learning Specialist: Writing Support

## **Department**

Learning Center

## **Reports to**

Learning Center Director

## **Status**

Half-time

**Job Summary:** The Roberts Wesleyan University Learning Center has the need for a part-time, student-focused Learning Specialist with a specialty in writing. Students supported by the Learning Specialist include Undergraduates and AGE students.

## **Responsibilities**

- Provide individualized direct academic support to students, both individually and in groups. These tasks include tutoring, demonstrating subject matter concepts, leading study sessions, working with faculty lesson plans to supplement and strengthen student understanding, and advising students on learning/study techniques in support of learning.
- Provide instructional and support services to students provisionally accepted or on academic probation status, including completion of Academic Success Plans and referrals to campus services as needed.
- Provide writing support at all points in the writing process for students in TUG and AGE programs through individual writing consultations and/or group workshops.
- Serve as a campus writing resource for faculty and academic programs as regards to writing, including new student orientations, workshops, or by classroom invitation.
- Gather or create resources for distribution to campus and student needs.
- Assist in the Roberts Wesleyan CRLA Peer Tutor Program training, assisting and collaborating with the Learning Center Director and Administrative Assistant. Serve as the peer writing-tutor trainer and mentor.
- Design workshops, instructional modules, and/or written materials to promote and support Learning Center programs to develop writing and learning skills and independent learning.
- Perform record keeping per Learning Center program requirements and attend relevant Learning Center meetings.
- Other duties as assigned by the Learning Center Director.
- Maintain high levels of student confidentiality per FERPA regulations.

## **Academic Preparation and Training**

- Advanced degree in English, Composition and Rhetoric or related content area.
- Excellent oral, written, and interpersonal communication skills;
- Experience supporting writing at the postsecondary level preferred.
- Commitment to integrating a Christian worldview and a liberal arts education.
- Familiarity with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

## **Personal Qualities**

- Commitment to Christian worldview and liberal arts education

- Dedication to working as a team in an academic setting
- Demonstrates flexibility in regard to occasional changes in scheduled hours to ensure Learning Center open-hours coverage and/or student needs.

**Salary: Approved rate of pay is \$25.00/hr.**

**Application Process**

Inquiries about the position can be directed to: Courtney Fantauzzo, Learning Center Director, Roberts Wesleyan College; 2301 Westside Drive; Rochester, NY 14624-1997; 585.594.6279; E-mail: fantauzzo\_courtney@roberts.edu. Applications will be accepted until the position is filled. All applications will be reviewed immediately.