JOB DESCRIPTION--COLLEGE WRITING COORDINATOR
(by service to different units)

The responsibilities of the College Writing Coordinator (CWC) lie largely within her or his college, but also involve the partnership between the Writing Program and Learning Support Services in respect to the provision of writing assistance for EOP students in the core course in fall quarter, and in respect to the Writing Program. These three areas of responsibility will be addressed in turn. At the end are some general guidelines.

The College:

• Work with the Provost (or Associate Dean, in the case of Colleges Nine and Ten) to strengthen and support writing instruction in C1 and C2 sections of the college core course
• Work with other ELWR instructors in the course to strengthen writing instruction in C1 ELWR sections, especially those instructors new to teaching ELWR sections, and most especially non-Writing Program instructors
• Work closely with the college academic staff in determining the number of ELWR sections needed in the core course each fall
• Hire Writing Assistants (tutors) in spring quarter, following the guidelines and timelines provided by the Convenor, College Writing Coordinators, endeavoring to hire as diverse a group of Writing Assistants (WAs) as possible
• Orient the college WAs at the beginning of fall quarter, either individually or as a group
• Supervise the college writing center, including ensuring that the college provides space for WAs to work with their students
• Be available to WAs in need of guidance and advice
• Assist WAs in accurate record keeping
• Mediate in any problems between WAs and the instructors with whom they work
• Mediate in any problems between students and WAs, including assigning a student to a different WA
• Assign WAs to section(s), with respect to the number of hours the WA wishes to work, and the mix of EOP and non-EOP students in the section(s), and with respect to any preference for a particular instructor a WA may have, if possible
• Post pass lists in the college after each Analytical Writing Placement Exam (AWPE) during the academic year, and ensure that the college academic staff has both pass and fail lists
• Keep all AWP exams of students in the college for at least five years, in case of discrepancies between what the Registrar claims, and what score the student's actual exam shows
• Help make the fee-for-service writing assistance program work as smoothly as possible, as long as we have this program
• If/when we return to writing assistance provided by the university, ensure that all students in ELWR sections receive writing assistance through enrolling in Writing 10A
Writing Program/Learning Support Services Partnership:

- Work with the Coordinator, Learning Support Services, to ensure that EOP students get enough writing assistance
- Attend Tutor Training Day at the beginning of fall quarter, for which Learning Support Services will pay an honorarium, provided that the CWC is not already employed full time (this training day is normally the Saturday after the first full week of instruction)

Writing Program:

- Coordinate closely with the convenor, CWCs, including being responsive in a timely fashion to queries via email or telephone from her or him
- Coordinate closely with the Student Employment Coordinator, Humanities Human Resources, ensuring, among other things, that the WAs are properly on payroll before they begin to work in the fall
- Attend any meetings of CWCs called by convenor
- Report results of AWP exams to the ELWR Coordinator as directed and requested in a timely fashion, as well as to the college
- Attend the ELWR instructors meeting at the beginning of fall quarter (normally mid-September)
- Read and score AWP exams in September and November, and
  - In September, take the college's exams to do third reads in the college, to resolve splits and discrepancies and complete placement in appropriate C1 sections.
  - In November, attend a third-read session with other CWCs to complete Pass/NP scores.
  - After the November exam, collect and deliver appeals for the college.
  - After every exam or portfolio reading during the year, post or otherwise make available results in the college.
- Provide any data requested by the convenor in a timely fashion

General Guidelines:

- EOP students may receive up to two hours per week of writing assistance, or twenty hours per quarter. In fall quarter, ensure that each EOP student in ELWR C1 sections of the core course receives at least one hour of assistance per week, and more (in two meetings) if the EOP student wishes more assistance.
- Non-EOP students receive one-half an hour of assistance per week, or five hours per quarter. Practice differs among the colleges in this area, however: some colleges schedule seven 45-minute meetings per quarter, some schedule four hours of assistance (eight half-hour meetings), leaving one hour to be used at the request of the student, or at the discretion of the WA or the instructor. The various college arrangements are designed to support as effectively as possible the curriculum of the particular core course.
- WAs may work no more than 19 hours per week. They more usually work 10-12 hours per week. Experienced WAs often work 15 hours per week.