The CWC Assistant Director will tutor and supervise daily activities in the College Writing Center for 18 hours per week. This position pays a tuition remission for full in-state tuition for the year and a stipend of $3,000 across the year. The Assistant Director tutors, mentors, supervises, and coordinates as follows.

**Responsibilities of the Assistant Director of the CWC, include, but are not limited to:**
- Serves as a model tutor, applying the CWC guidelines and philosophy. Provides feedback and guidance to tutors. Reinforces the CWC’s techniques, maintaining a distinction between tutor and editor.
- Assists in mentoring and supervision of 12+ undergraduate tutors who provide as many as 1,700 sessions per year. Four tutors work each hour, and each hour is supervised by the Assistant Director or another shift supervisor from the staff.
- Supports a socially respectful and responsible collaborative culture among staff. The most challenging and important element of the job is the leadership, management, and mentoring of undergraduate peer tutors. The GA works very closely with the Director to make decisions and judgment calls and to manage the business of the CWC.
- Coordinates daily activities, maintain work schedules, and supervises reception staff. Assists in planning and conducting two staff meetings per semester. Assists in clarifying and improving policies and practices. The Assistant Director processes time sheets, helps to revise staff manuals, and develops new initiatives.
- Leads or assists with in-class and public workshops on CWC services, peer response, correct citation, correcting common errors, and revision.
- Consults, collaborates, and cooperates with CWC Director in all of the above duties.
- Normally, the Assistant Director tutors 10 hours per week and performs other duties for an additional 8 hours per week. The hours will be completed during weekday hours 10am - 5pm. The schedule can be fixed and predictable, but s/he may occasionally be asked to try to shift hours to work special workshops.

**Position Qualifications**
The CWC Assistant Director GA requires substantial writing, speaking, and critical thinking skills that will allow the GA to function as a capable tutor and leader. Additional assets include:
- Experience tutoring writing in individual and/or small group settings.
- Strong academic writing skills.
- Strong organizational ability and attention to detail.
- Strong interpersonal communication skills.
- Maturity and responsibility to serve as role model and professional colleague.
- Interest in writing instruction in any form of education.

Interested candidates should submit an application by **June 30, 2016**. All questions should be directed to Jennifer Mitchell, at cwc@potsdam.edu.

---

**Submit application to:**
Division of Graduate and Continuing Education
Raymond 206
(315) 267-2165
graduate@potsdam.edu
www.potsdam.edu/graduate

---

**Information:**
Jennifer Mitchell
Director
Morey 135
cwc@potsdam.edu