BENNETT COLLEGE

Job Posting

Title: Professional Writing Specialist (Part-time)
Date of Posting: 09/02/16
Closing Date: Until Filled
Job Code: 16-0902BPS
Department: English & Foreign Languages
Reports To: Director, The Writing Center

GENERAL SUMMARY:

The Professional Writing Specialist for the Writing Center will be responsible for conducting tutorials in English Grammar, specifically as it relates to composing and revising essays and other written texts. The Professional Writing Specialist will also tutor, plan, and implement a developmental integrated writing program for academically challenged students. The Professional Writing Specialist will assist with administrative work that includes assessing students' study habits, learning styles, and attitudes, as well as work closely with the Writing Center Director to design individualized learning plans with specific goals, objectives, and expected learning outcomes.

The Professional Writing Specialist may work up to 19 hours per week, as needed, between the operational hours of 8:00 a.m. – 7:00 p.m. Monday through Thursday and between 8:00 a.m. – 5:00 p.m. on Friday. Hours may also be fulfilled between the hours of 11:00 a.m. – 3:00 p.m. on Saturday.

ESSENTIAL JOB FUNCTIONS:

- Provide writing tutorials for students
- Evaluate student progress and provide appropriate feedback
- Prepare and teach workshops as appropriate, in labs and/or in classrooms.
- Provide academic counseling.
- Write/edit documents for the Writing Center including newsletters, grants, and proposals
- Maintain accurate records
- Utilize creative and innovative methods and technologies with students, faculty, staff, and units of the college
- Commitment to teaching and the learning success of students
- The position requires a willingness to work a variable schedule as potential assignments may include daytime, evenings or weekends

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must exhibit excellent communication skills, oral and written
- Expertise in the processes of writing and research
- Must be clearly student-focused in both philosophy and purpose
- Understanding of, and experience in, tutoring academically challenged students
- Ability to manage stress well and be flexible in a changing environment
- Experience with multimedia tools, software and other technological tools
- Ability to work well with students, faculty, staff, and administrators
- Good organizational skills and the ability to perform multiple job tasks related to the position

EDUCATION AND EXPERIENCE:

- Bachelor's and/or Master's degree in English or a related field
- At least two years of experience providing learning skills assistance to students
- Good computer skills

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, application for employment (found at www.bennett.edu), and three (3) recent letters of recommendation (all letters must be signed and dated within one (1) year), reference **Job Code 16-0902BPS**

Please submit unofficial transcripts from every college and university attended. Official transcripts are required if an offer of employment is made.

Application packets will be forwarded to the hiring manager once all requested documents are received.

You can send your information one of two ways:
Mail to: Human Resources, Bennett College, 900 East Washington Street, Greensboro, NC 27401
Email to: hr@bennett.edu
Resumes received without the job code will not be considered.
NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.