



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Writing, Critical Thinking and Reading Specialist
Department:	Center for Academic and Student Success (CASS)
Reports To:	Executive Director, CASS

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Clark Atlanta University (CAU) is seeking a Writing, Critical Thinking and Reading Specialist in the Center for Academic and Student Success. The Writing, Critical Thinking and Reading Specialist develops campus writing and critical thinking programs, services and resources to support students. General responsibilities are but not limited to: developing a comprehensive program that seeks to further the educational mission of CAU by; coordinating student support services in writing, critical thinking and reading, the peer tutoring program, etc.; holding individual and group writing trainings with faculty, staff, and students; assessing campus writing programs, services, and resources; instructing Writing, Composition, and other Student Success sessions; maximizing campus opportunities to support students in their writing and learning; encouraging all students to explore self-directed activities that provide opportunities for self-realization, personal growth, and academic success. Proven ability to assess programming and services; demonstrated ability to provide and coordinate writing programs and services for students and assess those programs and services; a working knowledge of composition and rhetoric; knowledge of student development and higher educational policies and procedures.

Examples of Duties and Responsibilities:

- Provides significant experience and responsibility with meaningful elements of student success such as individual and small group tutoring or academic support in writing, Critical Thinking and Reading.
- Evaluates skills and assign appropriate assignments. Works with students on a one-to-one, small group and whole class basis, providing specialized assignments emphasizing individual needs.
- Assists students with various skill levels in active reading and writing processes.
- Teaches and explains difficult concepts of English language usage and correctness such as rules of grammar, sentence structure, punctuation and mechanics and continue the learning process with students; choosing appropriate assignments/tasks to help students learn particular rules and skills
- Explains library research techniques and various expository forms and their functions.
- Develops campus writing programs, services, and resources,
- Engages student involvement and participation.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the lab; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program, service delivery methods, and procedures; identifies opportunities for improvement and makes recommendations to the Executive Director.
- Participates in developing strategic plans for the lab to implement related academic support services; works with faculty and various disciplines to increase effectiveness and programs, services, and activities offerings.
- Directs program development and review; monitors, evaluates, and adjusts programs in response to educational effectiveness and student needs; coordinates outcome-based assessments, planning and development of programs and services.
- Participates in required student success activities and initiatives, including strategic onboarding and professional development opportunities to ensure a common knowledge and understanding of student success goals, key performance indicators and outcomes, expectations, resources, accountability requirements, and quality assurance.

- Coordinates and maintains content of web pages.
- Stays abreast of new trends and innovations in the field of learning resources, programs, and other services as they relate to the area of assignment.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Provides constructive and supportive feedback that will help undergraduate students to improve their English writing proficiency at the college level and help students master scholarly writing.
- Assist students, individually or in small groups, with writing skills such as structure, tone, clarity, research, and citation (including APA, MLA, and other styles); provide test-taking strategies and study skills that improve their written communication and overall academic success.
- Develops and implements outreach programs for students to improve writing skills.
- Conducts in-class presentations or academic skill reviews.
- Organizes and implements special projects/workshops relating to writing/reading skills involving students.
- Maintains accurate student information, 1) projecting, assessing, and reporting on student performance, and 2) prioritizing student contact for the at-risk students.
- Works with students having a great range of skills, motivation, and educational goals; work with minimum supervision, accept a flexible work schedule that includes evenings or other alternate scheduling as needed, and perform other related duties as assigned.
- Manages daily student inquiries to support academic success with an emphasis on responsiveness (responds to student inquiries within twenty-four hours).
- Maintains a database of students supported, challenges experienced, and overall outcomes and presents periodic progress reports as requested to the support meetings in the Center for Academic and Student Success.
- Presents weekly progress report to the Executive Director of the Center for Academic and Student Success.
- Maintains strict confidentiality of all student records and adhere to FERPA requirements.
- Works in support of, and under the direction of the Executive Director of the Center for Academic and Student Success in the design and implementation of strategic retention programs to facilitate degree progression and graduation and to develop interventions to promote student success; including the use of Academic Maps and the implementation of the *Finish in 4 Initiative*.
- Collaborates as a team member on the delivery of New Student Orientation, student retention initiatives, Undergraduate Seminar and various academic success workshops.

Knowledge, Skills and Abilities:

- Ability to interact with a diverse student population, faculty, staff, and the public.
- Experience with Microsoft Office suite including Word, Excel, PowerPoint, and Outlook. Canvas or other relevant Learning Management System (LMS) and Student Information System (SIS) such as Banner and Degree Works.
- Ability to plan, develop, coordinate, supervise, organize, and assess programs and activities.
- Ability to support students individually and in groups on complex student-related matters.
- Ability to establish and maintain cooperative working relationships with a variety of individuals.
- Excellent verbal and written communication skills, as well as the ability to acquire knowledge of campus procedures, activities, the program area, and of the overall organization.
- Ability to determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions of a sensitive nature.
- Must possess discretion, sound judgment, initiative and solid organizational and decision-making skills.
- Demonstrate knowledge of reading, writing, critical thinking skills.
- Work effectively with students who have a wide range of reading, writing and critical thinking abilities.
- Ability to handle confidential information with discretion and in accordance with FERPA and HIPAA guidelines.

- Ability to adhere to University policies and procedures.
- Knowledge of, ability to develop, and commitment to use emerging technologies and alternative delivery methods appropriately, including online delivery, hybrid course options, content software, web-enhancements, etc.
- Excellent oral and written communication skills; effective organizational and time management skills.
- Mastery of APA, MLA, and other styles.
- Ability to teach composition, critical thinking and reading skills at a variety of levels.
- Ability to work a flexible schedule which may include working outside of 9 am – 5 pm hours, some weekends and evenings might be required.

Minimum Hiring Standards:

Education	Successful candidate will possess a Master's degree in Rhetoric and Composition, English, Higher Education, Education with a specialization in a related field required; Ph.D. preferred.
Years of Experience	Three years professional employment in developing and implementing post-secondary education academic support services or employment in learning or tutoring lab. 3-5 years of experience working with college students; proven ability to assess programming and services; including data collection, maintenance, retrieval, and analysis. Experience in advising and teaching in a higher education setting is an asset.
Requirements	Application submitted to jobs@cau.edu ; Cover letter and resume or curriculum vitae; College and/or University transcripts shoeing the awarded/conferred degree to demonstrate that the required educational qualifications are met. State/National Certification/credentials (if applicable); Three recent letters of recommendations that reflect relevant experience from past employers; and All offers of employment are contingent on satisfactory background checking.

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer