



Position Title: Writing and English Specialist
Reports To: Dean of Student Success & Retention
Department: Student Success and Retention
Classification: Full time

POSITION OVERVIEW

The Writing and English Specialist is responsible for providing Writing and English support at all classification levels at the college

DUTIES AND RESPONSIBILITIES

- Assist students in individual and group settings by tutoring in English and writing
- Meet with students regrading writing assignments in individual and small group settings
- Consult with faculty regarding writing prompts and instruction
- Provide writing workshops in classroom and co-curricular settings
- Promote general literacy in writing, listening, and speaking
- Manage caseloads of ongoing student support for at-risk students
- Provide feedback, as appropriate, to faculty and Dean of Student Success and Retention, regarding performance and progress
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college
- College or high school level teaching experience and/or tutoring experience preferred
- Must be available to work a flexible schedule twice a week

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in APA and MLA writing styles
- Thorough understanding and application of English grammar, syntax, etc.
- Excellent oral and written communication
- Ability to function independently and with minimal supervision
- Ability to contribute productively as a team member

WORKING CONDITIONS/PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, use hands to handle, or feel to talk and to hear. The employee, frequently, is required to walk, reach with hands and arms to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision.

Qualified applicants should submit the following information in one (1) pdf document via email to: jobs@loc.edu. Please put the job title in the subject line

- Cover Letter
- Resume
- Unofficial transcript of highest educational level completed
- Writing samples of relevant work
- 3 references including contact information

Incomplete applications will not be considered. The final candidate who is extended an offer must successfully complete reference and background checks.

LeMoyne-Owen College offers an attractive benefits package, including health, vision, and dental benefits. The College pays for Life Insurance, STD/LTD, and paid time off.

LeMoyne-Owen College is an AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities.

No Solicitations or Phone Calls Please