| Date | Position # | Position Title  |
| --- | --- | --- |
| 11/14/2023 | SSWRT2/SFWRT2 | Student Employee – Peer Writing Assistant |

| Division | Department | Pay Table/Level/Grade | Reports To: |
| --- | --- | --- | --- |
| Arts and Sciences | Writing Center | Level 2 | FA9536 |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[ ]  | **Bargaining Unit:** Choose an item. | **Non-Bargaining:** [x]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [x]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [ ]  | **Full-Time (40 hrs/wk):** [ ]  | **Part-Time:** [x] Up to 15 Hrs/Week during fall/spring semesters (No summer hours) | **Pooled Position:** [x]  | . **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The primary role of the Peer Writing Assistant (Peer WA) is to provide writing support to students across the college. Peer WAs will be assigned work in the Writing Center in which they will support student writers one-on-one, and occasionally in small groups, as well as possibly with­in English classroom settings. Peer WAs will work as assigned throughout the semester; evenings and weekends may be required.They are expected to attend staff meetings and perform occasional clerical tasks. The successful candidate in this position will be able to work with a diverse population of students and staff. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| None |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 80% | 1 | Meet with student writers one-on-one by appointment to assist throughout the process of writing to fulfill LCC course-related assignments as well as non-course-related writing (such as career documents and transfer application materials). Assist student writers in classroom and workshop environments. The goal of peer writing support is to help students become better writers who produce more effective writing. Work assignment may be in-person and/or online.  |
| 10% | 2 | Attend and participate in required trainings, staff meetings, and other professional development opportunities related to improving practices in supporting student writers.  |
| 10% | 3 | Complete required paperwork and documentation using software applications such as email, file management, database entry, word processing, and spreadsheets. Use communication tools such as WebEx, LibCal, and D2L. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| Demonstrates the ability to work with other LCC students in a role that requires coaching and mentoring. Must be a team player who embraces interacting with people from diverse backgrounds and emotionally connecting with peers. Must have exceptional verbal and written communication skills. Past experience that demonstrates motivation, independence, responsibility, and people skills is preferred.  |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required*** High school diploma, GED, or dual enrollment
* Enrolled in a minimum 6 credits for a grade Fall/Spring. Courses that are audited do not qualify for a grade.
* Minimum GPA of 2.5 at LCC or from high school if a dually enrolled student (most recent high school or college transcript(s) required to upload with application)
* Completion of English 121/131 with minimum 3.5 grade (or equivalent college-level first-semester composition course grade from another institution)
* Proficient in basic computer applications and communication tools with an ability to access the Internet

**Preferred*** Minimum GPA of 3.0 at LCC or from high school if a dually enrolled student (most recent high school or college transcript(s) required to upload with application)
* Completion of English 122/132 with minimum 3.0 grade (or equivalent college-level advanced composition course grade from another institution)
* Experience with peer assistance (tutoring, mentoring, teaching, and/or coaching, which may volunteer, internship, or paid work experience)
* Experience in customer service (may be volunteer, internship, or paid work experience)
 |
| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| Go to the ADA Checklist |
| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Joslyn Mara **Supervisor’s Signature:**  **Date:** \_11/13/23

**Dean/ELT’s Name:** Andrea Hoagland **Dean/ELT’s Signature:** Andrea Hoagland **Date: 11/13/2023**

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_ **Date:** \_11/16/2023

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** SSWRT2/SFWRT2 **Date:** 11/7/2023 **Supervisor’s Position #:** FA9536

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[x]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[x]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[x]  Color vision (distinguish colors)

[x]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[ ]  Kneeling

[x]  Reaching

[x]  Balancing

[ ]  Crouching

[x]  Grasping

[ ]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[x]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[x]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises