



# POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Bilingual Writing Specialist	11/14/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Writing Center, Library and Academic Innovation	Monmouth Campus
Reports to	Reports to Position Number
Writing Center Director	E99416
Incumbent	Position Number
	E99802

SUMMARY
Please provide a brief summary of the position.
<p>The Research and Writing Center is a new and exciting collaborative support model for students producing academic content across the curriculum and at all levels. The model conjoins the Writing Center and the library's Research and Access Programs. Notable campus stakeholders include the Student Success and Advising Office, the First Year Writing Program, faculty in all disciplines, Library Instruction, Graduate Programs, the Center for Teaching and Learning, as well as student organizations, cultural clubs, and community partners. The mission of the Writing Center is to promote the development and success of WOU students as college writers and support faculty who assign writing in their classes. The Writing Center includes one Director, one Bilingual Writing Specialist, and approximately 15 student-writing consultants from across the curriculum. In addition to serving the entire undergraduate and graduate student population, the Writing Center provides programs that specifically address the writing needs of Spanish-speaking and other multilingual and/or international students.</p> <p>The Bilingual Writing Specialist supports the work of the Writing Center Director, provides professional development for Writing Center tutors, and provides direct consultation services.</p> <p>Specifically, the Specialist provides culturally and linguistically responsive support for bilingual Spanish-English undergraduate and graduate students, including heritage speakers of Spanish. This support is provided through personalized consultation services such as one-on-one tutoring as well as group tutoring and workshops. Further, collaborating with the Director, the Specialist will help train writing center tutors on effective strategies for supporting bilingual students and will conduct workshops on oral and written communication tailored to diverse cultural backgrounds.</p> <p>In addition to direct tutoring, the specialist will manage essential writing center operations such as scheduling and communication and engage in outreach activities to promote services across campus. Collaboration with faculty and staff is key to improving the academic experience for bilingual students. This includes active engagement in curricular and extracurricular activities geared towards supporting bilingual students, as well as contributing to the assessment of the effectiveness of the bilingual support program.</p>

The specialist will participate in continuous professional development to stay updated on best practices in bilingual education and writing support.

### PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of “% of Time” equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
35%	Provides general Writing Center consultation services (i.e. one-on-one tutoring and group workshops) geared towards Spanish-speaking students	Essential
20%	Collaborates with the Director in training writing center tutors on best practices for supporting bilingual and multilingual students and conducts workshops focused on writing and communication strategies relevant to diverse cultural backgrounds	Essential
20%	Assists with general writing center management tasks such as scheduling, timekeeping, email correspondence and communication related to writing center operations, designing and delivering presentations, and assessment.	Incidental
10%	Collaborates with faculty and staff to enhance the academic experience for Spanish-speaking students and engages in outreach activities to promote writing center services across campus and to community partners.	Essential
10%	Other duties as assigned by the director or as needed to support the University mission, vision, and strategic plan	Incidental
5%	Participate in ongoing professional development to stay current with best practices in bilingual education, writing support, and ESL instructional strategies.	Essential

### EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or

			<b>degree</b>
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree required.
Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Master's degree in Composition and Rhetoric, Linguistics, Education, or a relevant field preferred. M.A. in Composition and Rhetoric strongly preferred.
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

<b>EXPERIENCE</b>			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Spanish language and literacy skills: speaking, reading, and writing fluency	NA, General Skill (i.e. Bilingual, etc.)	Choose an item.	
Outstanding writing skills	NA, General Skill (i.e. Bilingual, etc.)	Choose an item.	
Experience working in a writing center	0-6 Months	3-5 Years	Experience as a writing tutor in an academic setting is preferred for a candidate with an MA but required for a candidate with a BA
Teaching experience	0-6 Months	1-2 Years	Teaching experience is preferred.

<b>SOFT SKILLS</b>			
Soft Skill	Required	Preferred	Notes
Knowledge of writing pedagogical theory	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

<b>CERTIFICATES, LICENSES, REGISTRATIONS</b>			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if

			<b>applicable:</b>
X None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

**SUPERVISION**

Check the box next to each supervision level utilized by this position.

Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input type="checkbox"/>
Level 2	<b>Lead Capacity:</b> Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input checked="" type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>

**SUPERVISION CONTINUED**

Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.	<input type="checkbox"/>
If Level 3 or above is selected, please list direct reports:		
<b>Job Title</b> (i.e. "Student Employee", "Office Specialist 1")		<b>Number of Employees Supervised with this Job Title</b>


\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources <a href="#">Forms Page</a> .	
Scope of Decisions Made:	Directed
Impact of Decision Made:	Unit/Department
Autonomy and Discretion:	Some Discretion
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS		
<b>Typical Work Functions*</b> (check all that apply)	<input type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input checked="" type="checkbox"/> Pulling/Pushing
	<input type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input checked="" type="checkbox"/> Twisting/Bending
	<input type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

<b>Typical Working Environment and Hazards*</b> (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens

<input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
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Lifting Demands*	Choose an item.
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Choose an item.
Work Schedule (if not typical or specified)	

**ADDITIONAL REQUIREMENTS**

**Background/Education Check:** A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

**Accommodation Requests:** Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

**HR USE ONLY:**

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code
<b>Actions Taken</b>			
<input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed			
NOTES:			