

Job Description

Job Title:	Writing and Multimodal Communication Specialist
Department:	Writing and Communication Centre
Reports To:	Director, Writing and Communication Centre
Jobs Reporting:	None
Salary Grade:	USG 8
Effective Date:	January 2018

Primary Purpose

The Writing and Multimodal Communication Specialist provides writing and communication support to individual students, as well as classroom support to students, teaching assistants, and instructors as required. The Writing and Multimodal Communication Specialist works in a collaborative environment with responsibilities for information sharing and teamwork on projects, including taking the lead on organizational initiatives as required. At times, Writing and Multimodal Communication Specialists with a disciplinary or subject area specialization will be sought out and designated as a subject expert to provide a teaching focus for that area.

Key Accountabilities

Teach writing and communication

- Meet with students, postdocs, and/or faculty to discuss communication tasks in progress
- Use a variety of research-based teaching methods that enable the writer to develop their work and their composition skills and strategies
- Facilitate learning in multiple modalities and contexts, including in person, with groups, online, and in time-constrained sessions
- Recommend resources, future actions, or next steps for the writer
- Communicate relevant details in an appointment report

Support faculty and campus partners

- Build and manage partnerships with faculty and campus partners on an ongoing basis.
- Liaise with faculty and campus partners to identify gaps and needs in communication skills and support.
- Conduct needs assessments to guide design of a course-based or program-based teaching session or program
- Conduct research into genre, composition, and/or teaching models and strategies as needed
- Design a teaching plan and/or learning activities, either independently or in collaboration with faculty and/or campus partners
- Deliver or facilitate sessions as part of a class or academic program

Design and deliver workshops and communication programs

- Propose programs based on identifying needs and gaps in communication skills
- Conduct research into genre, composition, and/or teaching models and strategies as needed
- Design interactive and practice-based workshops on communication-related topics
- Design and deliver a variety of longer programs, either individually or as part of a team, including
 - English language programs
 - Thesis and dissertation writing

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<ul style="list-style-type: none">○ Academic speaking support○ Publication○ Writing groups● Develop program and workshop materials including power-points, handouts, activities to facilitate learning within a diverse group of learners● Assess the success of workshops and programs based on developed learning outcomes
<p>Develop and maintain writing and communication resources / learning tools</p> <ul style="list-style-type: none">● Develop and design resources related to writing and communication as both pdf and html documents● Manage design and development projects related to the creation of resources, online modules, or online content related to writing and communication topics● Conduct necessary research to support the foregoing● Assess and recommend the use of external resources for use within the Writing and Communication Centre● Assess the success of resources and/or learning tools and make amendments or recommendations for action as required
<p>Administration and special projects</p> <ul style="list-style-type: none">● Assist with schedule management by entering or amending information in the online booking calendar● Document activities for metrics and assessment● Write reports about initiatives and programs as required● Assist with marketing and communications plans by writing web content, writing blogs, posting on social media, and/or writing copy for outgoing communications● Represent the WCC at events such as orientation and information fairs● Support the administration of the ELPE for its remaining duration by helping write exam questions, organizing exam sessions, proctoring, and marking as required.● Support co-op students tutors by participating in training, providing mentorship, and giving feedback as requested
<p>Research and professional development</p> <ul style="list-style-type: none">● Stay apprised of research related to fields of teaching, writing studies, writing centre studies, etc.● Participate in relevant professional associations by attending conferences, webinars, and other professional development opportunities● Propose and design research projects, either individually or as part of a collaboration.● Conduct research according to relevant policies and guidelines.● Communicate or disseminate research by presenting at conferences or submitting articles for publication.

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">● Master's degree or equivalent in writing or composition studies, TESOL, Education, or a related field
<p>Experience</p> <ul style="list-style-type: none">● Tutoring or teaching experience at the post-secondary level, ideally at both undergraduate and graduate levels● Teaching experience in a writing centre or writing program is ideal
<p>Knowledge/Skills/Abilities</p>

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- At times, Writing and Multimodal Communication Specialists with a disciplinary or subject area specialization will be sought out and designated as a subject expert to provide a teaching focus for that area
- Knowledge of pedagogy and skills in practice related to teaching writing and communication
- Ability to work independently and collaboratively in a team environment
- Ability to be productive in a fast-paced time-constrained workplace, and ability to balance multiple priorities

Nature and Scope

- **Contacts:** Liaise and collaborate with faculty and campus partners; recommend programs and courses of action; teach and coach students, staff, faculty, post-docs; participate in a collegial team environment within the WCC
- **Level of Responsibility:** Responsible for coaching and teaching students; responsible for supporting faculty's teaching goals; responsible for developing programs and services that support and advance students' writing and communication competencies generally
- **Decision-Making Authority:** Independently manages decision-making related to teaching and learning support, including with faculty; refers students to other services as required; determines action related to conducting and delivering research
- **Physical and Sensory Demands:** Teaching often occurs in time-constrained, high-demand contexts; teaching environments may be loud and distracting; occasionally required to transport exam or program materials to other sites on campus
- **Working Environment:** Teaching takes place in offices, in open area of Library, in multi-purpose spaces; travel between campuses and between campus buildings is required; weekend and evening work is required