



Writing Coach Job Description

Supervisor: Director of Writing Programs

Department: Center for Writing Excellence

Job Summary: Palm Beach Atlantic University's Center for Writing Excellence exists to serve the PBA community through coaching on all aspects of the writing process (brainstorming, outlining, writing, revising, editing, polishing), including the critical thinking required for successful communication of ideas. Undergraduate and graduate students, as well as faculty and staff have the opportunity to continuously develop their thinking and writing skills and to produce their best work. *Though not a complete list*, clients may work on the following: essays, research papers and projects, outlines for speeches and other assignments, presentations, letters, applications, and group projects.

Writing Coaches are the key to serving the PBA community with these services.

Qualifications:

- Strong communication and interpersonal skills
- Ability to work with a variety of people
- Strong writing skills
- 3.0 GPA with a B in composition courses
- Two positive faculty recommendations
- Successful interview
- Positive attitude
- Desire to serve the PBA community
- Willingness to continue growth in your relationship with Jesus Christ
- Successful completion of the training semester

Basic Job Duties:

- Clock in and out properly
- Be at work to start your first client on time—by arriving a few minutes early
- Dress appropriately for working at a job. For example, avoid clothing that is too revealing.
- Maintain a clean and orderly workplace
- Extend hospitality to all students
- Maintain a positive attitude with all appointments
- Ask questions and engage in discussion with students about their projects
- Coach students without doing students' work for them
- Complete session notes on EVERY session
- When not working with a client, seek CWE projects that need work.
- Attend weekly training sessions (for those in training)
- Attend bimonthly staff meetings
- Maintain confidentiality of all CWE clients and employees
- Be creative in looking for ways to contribute to the department and to the university
- Assist with CWE projects and events

- Continuously improve your assessment, writing, and coaching skills. Working in the CWE requires everyone to improve his/her knowledge base.
- Respect professors' preferences
- Support PBA's policies regarding academic honesty