

# Warburg Theological Seminary

## Position Description

**Date completed:** 7/18/2016

**Date of revision:** 11/14/2017

**Title:** Graduate Writing Instructor

**Classification:** Non-Exempt

**Position Status:** Part Time, Contract

**Supervisor:** Academic Dean

### Position Summary:

The Graduate Writing Instructor responsibilities include teaching IN003W Graduate Writing, tutoring students in Writing Center (both face-to-face and/or virtually), creating and maintaining online grammar and writing helps for students.

### Major Responsibilities/Activities:

Teach IN 003W Graduate Writing in the fall, tutor students in writing center (both face-to-face and/or virtually, create and maintain online grammar and writing helps for students.

### Supervisory Responsibilities:

- No supervisory responsibilities.

### Qualifications:

#### Education & Experience Required:

- The knowledge, skills and abilities listed below are typically acquired through a combination of education and experience equivalent to a bachelor's degree in education, English, liberal arts or related field.

- Because the mission of Wartburg Seminary is to educate women and men to serve the church's mission as ordained and lay leaders, commitment to support the mission of the church is required.
- Because Wartburg Seminary is a graduate institution, commitment to the importance of higher education is required.

### **Skills Required:**

Required Knowledge (or an aptitude to quickly learn these):

- Teaching and tutoring students in graduate writing
- Using communication software such as Zoom, blogging

Required Skills and Abilities:

- Teach effectively
- Effectively communicate orally and in writing
- Establish and maintain effective working relationships with other staff, faculty, students.
- Attention to detail
- Excellent organizing skills

### **Work Environment:**

This position has frequent interaction with faculty, students and staff. This position operates in a professional office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

There may be some evening and weekend work as needed.

### **Physical and Mental Demands:**

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Arms, hands and fingers will be needed to handle and reach. Employee will occasionally need to lift boxes or materials up to 10 pounds, and be able to bend, squat, push/pull and kneel. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

***Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***