**Personal Information**

|  |  |
| --- | --- |
| Name:  | Class: |
| Major (or prospective major): | Honors? Y / N |
| Email Address: | Cell Phone: |

**References**

|  |  |  |
| --- | --- | --- |
| Name | Email Address | Cell Phone |
| 1. |  |  |
| 2. |  |  |

**Computer Skills**

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| --- |
| What experience do you have with Microsoft Excel or similar programs? If none, how will you gain familiarity? |
|  |

**Previous Campus Jobs**

|  |  |  |
| --- | --- | --- |
| Employer | Job Title | Years of Participation |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

**Anticipated Campus Jobs and Activities Next Semester**

|  |  |  |
| --- | --- | --- |
| Organization | Job/Activity Title | Years of Participation |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

To apply for this position please read the attached job description and complete the following:

1. **Reference:** Please list two WAs as peer references (please notify these WAs that you are listing them as references so they are prepared if we contact them). When asked, references should be able to discuss your organizational and communication skills as well as your personal qualities as reflected in collaborative work with peers.
2. **Application letter:** In one to two pages (double spaced), please describe how you would increase campus use of the Writing Associates Program. What kinds of initiatives would you pursue, given realistic budget constraints? Describe one or two initiatives in detail. Also tell us of any background you have that may have prepared you for this position (for example, in collaborative leadership or data analysis).
3. **Interview:** Once we have all applications, we will e-mail to set up an interview. It is possible that there will be two interviews, one with the director and one with the current coordinators.

**Completed applications are due Monday, February 17, 2014 by midnight to Julia Carleton at jcarlet1@swarthmore.edu.**

**Position Description**

WA Coordinators are the student leaders of the WA Program. They have the opportunity to develop communication and leadership skills, pursue individual projects related to their personal interests, and collaborate on group projects with the WA Program Director, Associate Director, and Intern. In addition to having area-specific responsibilities, they help oversee Writing Center operation, make WA Program policy decisions, and develop WA training resources. The Scheduling Coordinator is a WA who oversees scheduling for the Writing Center. All scheduling is done through the online program AppGarden. Scheduling includes scheduling shifts for WAs and WAITs, scheduling shift swaps for WAs who miss shifts, and scheduling conferences for individual students or classes required to use the center. Additionally, the Scheduling Coordinator observes the traffic patterns of the center (both on a weekly basis and in an extensive bi-annual report) to insure that WAs are available when needed. The Scheduling Coordinator is also in charge of monitoring the online scheduling system to prevent glitches and communicating with ITS to fix problems in AppGarden.

**Goals:**

 By serving as the scheduling coordinator, this student will learn to:

* Design a schedule that balances the needs of the program and the schedules of (approximately 30) different students.
* Think critically about how different personalities work together on a shift.
* Assess campus needs in the Writing Center and make changes to the schedule in response to increases or decreases in demand.
* Pinpoint problems in a newly implemented online system, document the sources of these problems, and coordinate with ITS to address the problems.
* Analyze data on traffic patterns through Excel and use these data to inform decisions about future directions of the Writing Center.
* Collaborate with faculty and students who use the Writing Center as a Course WA.

As a student coordinator for the WA Program, this student will learn to:

* + Work collaboratively with the leadership team to consider the needs of the WA Program.
	+ Mentor WAs in training through observations, written and oral feedback, and classroom visits in the fall semester.
	+ Assist WAs working in the Writing Center in developing an effective reflective practice, refining their WAing approaches, and engaging with others about these issues.
	+ Support and participate in an on-going program through working on hiring processes, shaping and refining objectives, managing its constituent parts, and collaborating with others on special projects.

**Responsibilities:**

Scheduling-Specific

* Create the Writing Center schedule at the beginning of each semester.
* Accept or deny WAs requests for shift swaps based on program’s policies (must be done within a day of receiving email). If accepted, help the WA find a swap for their missed shift.
* Monitor Writing Center traffic in AppGarden on a semi-daily basis.
* Catalogue problems with online scheduling system and work with ITS staff to address these problems. Update other coordinators and intern on changes to the scheduling system and expected problems in scheduling.
* Send out a call for Emergency WAs when the center is full.
* Work to improve campus use of the Writing Center during slow semesters through outreach, such as events, write-ins, surveys, etcetera.
* Notify WA-ees whose conferences need to be rescheduled due to a WA missing or swapping a shift.
* Notify WA-ees on the waitlist when a conference slot opens up.
* In the fall, create the schedule for WAITs’ shifts in the writing center and send reminders out to the WAITs at the beginning of the week prior to each of their WAIT shifts.
* Coordinate with professors of classes who are officially using the Writing Center as their course WA to schedule these conferences without causing undue burden on the Writing Center.
* Create the finals week schedule and encourage WAs to sign up for finals shifts.
* At the end of the semester, analyze data collected on Writing Center traffic through Excel. Create a logbook which details information about traffic patterns organized by: week, shift, academic class year, gender, due date, appointment type, WA, WA-ee, discipline, professor, and reason for coming. Update historical data on the Center and write an end of semester report for the program director suggesting future directions based on this analysis.

General

* Work as receptionist in the Writing Center one night each week from 6:45-11:30 p.m.
* Help to select new WAs, coordinators, intern, and receptionists for the year to come.
* Act as a WAIT mentor during the fall semester.
* Help Program Director, Associate Director, Intern, and other Coordinators with semester projects.
* Work as a Course WA with a reduced load.
* Help to plan and run the in-service at the start-up session each semester.
* Help fill Writing Center shifts that need extra staffing (such as during finals week).

**Compensation:**

All coordinators receive a stipend of $1200 for their work outside of serving as a receptionist in the Writing Center. This time is paid at an hourly rate.