The Writing Associates Program  
_Scheduling Coordinator Application: Spring 2016_

**Personal Information**

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<th>Major (or prospective major):</th>
<th>Honors? Y / N</th>
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**References**

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**Computer Skills**

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

**Previous Campus Jobs**

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<th>Employer</th>
<th>Job Title</th>
<th>Years of Participation</th>
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**Anticipated Campus Jobs and Activities Next Semester**

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<th>Organization</th>
<th>Job/Activity Title</th>
<th>Years of Participation</th>
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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 two-three pages (double spaced), please describe how the data we collect about writing center usage (this includes historical and current information about who is using the center, when they are using it, what class years they come from, what stages of the writing process they are in, etc.) could be used to inform our practice. 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 assistant director and one with the current coordinators.

**Completed applications are due to Tahmid Rahman (trahman1) by noon on Monday, April 11.**
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 and Assistant Director, and fellow Coordinators. 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 makes the Writing Center shift schedule. In addition, he or she analyzes traffic patterns of the Center and performs campus outreach in order to improve and increase usage.

Goals:
By acting as Scheduling Coordinator, this student will learn to:
● Work with online scheduling software.
● Track a dynamic set of scheduling needs and communicate proactively with others about these.
● Process and analyze data using Qualtrics and AppGarden.
● Compare current data with historical data.
● Interpret and present data in visual and textual form to others in the Writing Program.
● Identify usage patterns and make suggestions to further support Writing Center usage.

As a student coordinator for the WA Program, this student will learn to:
● Apply the pedagogy learned in English 1C and through WAing experience to support the growth of writers on campus.
● Collaborate with the leadership team to assess the needs of writers at Swarthmore and help organize events to address those needs.
● 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:
During the semester, the Scheduling Coordinator must:

Scheduling
● Update the Center scheduling form each semester; email it to WAs using Qualtrics early in the first week of classes.
● Create a Center schedule that maintains an even distribution of science and language WAs.
● Analyze and use traffic trends from previous semesters when creating schedule.
● Schedule WAIT shifts during the fall semester.
● Work with Program Director on any requests to use the writing center as a Course WA.
The Writing Associates Program
Scheduling Coordinator Application: Spring 2016

- Schedule make-up shifts during reading week and finals.
- Update WA specialties on AppGarden.

**Scheduling Changes**
- Keep track of all shifts, shift swaps, and missed shifts during the semester.
- Send WAs an email list of all WAs working in the Writing Center and explain the shift swap policy, when swaps are requested.
- Oversee shift swaps; enter shift swaps into the online scheduling system, and notify receptionists.
- Contact all WAs who have missed shifts to schedule them for make-up shifts before the end of the semester.

**Writing Center Upkeep and Record Keeping**
- Post relevant information (WC schedule) near the receptionist desk each semester before the Writing Center opens.
- Track Writing Center usage and share with the leadership team.
- Once a semester, educate other receptionists about proper use of the online scheduling system.

**Communication with WA Program Leadership Team**
- Meet once a week with the Assistant Director.
- Meet with WA Program Director as needed to discuss goals and expectations.
- Produce an end-of-semester report including a summary of the scheduling, Writing Center, and WAee trends for the semester.

**General**
- Work as receptionist in the Writing Center one night each week from 6:30-11:30 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, Assistant Director and other Coordinators with semester projects.
- Work as a Course WA with a reduced load.
- Help to plan and run the start-up session each semester.
- Meet once a week with WA Program Director, Assistant Director, and other Coordinators to report on progress of current projects and brainstorm new initiatives.
- Respond to emails and voicemails within one day.
- Help fill Writing Center shifts that need extra staffing (such as during finals week).

Coordinators are expected to attend training beginning August 21, 2016. They will receive a semester stipend of $1320 for their work outside of serving as receptionist in the Writing Center. The stipend will be distributed in three payments over the course of the semester and time as receptionist is paid at an hourly rate.