

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Writing Center Supervisor			<i>BOT Date</i> :August 28, 1998
<i>Level:</i> I	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N0923	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Supervises the College Writing Center which is designed to assist students and staff to improve writing ability. Provides daily leadership, organizes and directs staff, and acts as liaison between the Center and faculty.

	KEY RESPONSIBILITIES	% OF TIME
1.*	Provides daily leadership and supervises the College Writing Center, including scheduling. Also assists in interviewing and recommending new hires.	25%
2.*	Determines equipment and supply needs; maintains inventory and generates requisitions for needed items. Maintains current account of expenditures.	20%
3.*	Trains new staff.	15%
4.*	Tutors students.	15%
5.*	Acts as liaison between the Center and the faculty.	10%
6.	Ensures proper maintenance and repair of equipment.	5%
7.	Coordinates with faculty director.	5%
8.	Assists in promotion and marketing of Center.	5%
9.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

<i>Class Title:</i> Writing Center Supervisor	<i>Class Code:</i> N0923	<i>Level:</i> I
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Bachelor's degree in English or related field. Lower division post secondary education may be substituted by closely related work experience on a one-for-one basis. Upper division post secondary education may be substituted by closely related work experience on a two-for-one basis.	
<i>Experience:</i>	One to three years of related experience.	
<i>Planning Scope:</i>	Plans events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	Scope of planning is unit or small group.	
<i>Budget Impact:</i>	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget.	
<i>Grant funds &amp; Revenues Impact:</i>	None	
<i>Impact of Decisions:</i>	There is moderate responsibility for making recommendations or decisions, which typically affect department, but may at times affect the operation, services, individuals, or activities of others outside department.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Communications:</i>	Requires regular contacts within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Communications:</i>	External communications with others is minimal. Requires ordinary tact and courtesy.	
<i>Level of Supervision:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or department activities.	
<i>Job-Related Knowledge:</i>	Able to read reference materials, obtain information and/or perform intermediate mathematics. Prepares letters and/or reports following policies and procedures. Performs typing, work-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet. Able to operate various standard office machines (photocopiers, typewriters, terminals, etc.).	
<i>Innovation/ Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	