

LOGAN UNIVERSITY

JOB POSTING

Job Title: Logan University Writing Center Online Consultant

Qualified candidates are invited to apply for Writing Center Online Consultant for Student Affairs at Logan University.

Blending the perfect balance of tradition with innovation, **Logan University** is comprised of the College of Chiropractic and the College of Health Sciences. While remaining grounded in chiropractic education, Logan continuously enriches academic options with degree offerings in health sciences, which currently include two Bachelor of Science degrees, three Master of Science degrees, and a Doctorate of Health Professions Education degree.

Logan's 112-acre wooded campus is located in Chesterfield, Missouri, a quiet residential suburb of St. Louis. MSNBC selected Logan's campus as an editor's pick for one of "America's Most Beautiful College Campuses." Learn more about Logan University at www.logan.edu.

SUMMARY: The Logan Writing Center (LWC) provides writing help to all members of the Logan community with any writing project at any point in the writing process. The LWC Online Consultant will primarily work with students enrolled in online courses through the College of Health Sciences. The Online Consultant will work remotely except for scheduled meetings and/or training sessions.

DUTIES AND RESPONSIBILITIES:

- Complete training under the supervision of the Writing Center Director.
- Support and aid students with writing assignments via email or telephone.
- Monitor email and telephone and respond promptly to LWC-related communication.
- Adhere to the LWC's standards for feedback on student writing and interaction with students.
- Respond to assigned students within 24 hours with feedback unless otherwise instructed.
- Maintain records of consultations according to LWC procedures.
- Attend meetings as requested by university.
- Perform other job-related duties as assigned.

COMPETENCIES: To perform the job successfully, an individual should

- Demonstrate good interpersonal, written communication, and presentation skills.
- Be able to organize resources and establish priorities.
- Adapt to the needs of a variety of students in different scenarios throughout the university in a professional manner.
- Provide feedback in a concise, direct, non-threatening manner.
- Have good project management skills and be able to complete projects on time.

MINIMUM QUALIFICATIONS:

- Master's degree in English or a related field
- At least one year of experience working in a university writing center OR
- At least two years of college level teaching experience teaching writing
- Experience working in remote office environments
- Fast and reliable internet and phone service

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and to use hands to type on computer, write, communicate and explain information. Must be able to talk and hear to when assisting others.

WORK ENVIRONMENT: This is a remote position.

NOTE: This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

How to apply: Send an email including a cover letter indicating area(s) of expertise/interest(s) in teaching, a curriculum vitae or resume, transcripts (may initially be unofficial), and three references to Resumes@logan.edu.