

## OVERVIEW

In addition to a reduced time commitment fulfilling the duties of the Graduate Writing Consultant, the Interdisciplinary Writing Coordinator provides their fellow Writing Center Tutors with professional development regarding Writing in the Disciplines. The Interdisciplinary Writing Tutor will supplement tutoring practices with resources regarding the style of common disciplines such as Biology, Education, Psychology, etc.

## DUTIES AND RESPONSIBILITIES

The Interdisciplinary Writing Coordinator works in collaboration with the Director, consultants, and departments to develop professional development materials for their fellow consultants and resources for students. The goal is to create an environment that is inclusive to all disciplines and writing styles, giving tutors resources to assist them in their sessions and students guides to inform them once they leave the Writing Center.

Knowledge of pedagogy and writing in various disciplines is helpful, though not required. The coordinator is not expected to be an expert in every discipline offered at Georgia College, but rather the go-to person who can research and answer questions about writing in the disciplines. Along with other duties not delineated below that are also assigned with the guidance and support of the Writing Center Director, they have the following responsibilities:

- Assisting and guiding consultants through the process of constructing professional development materials by creating a calendar with specific deadlines, modeling a constructive professional development session by teaching consultants about WID, and meeting with them as their deadlines approach to ensure they are ready to present to their fellow tutors
- Acting as a liaison between other departments and the writing center, reaching out to each chair and administrative assistant for resources, assignment sheets, and suggestions about writing in their particular discipline
- Organizing all of the materials produced related to WID in the designated digital space (shared Drive, sharepoint, etc.) and assisting with creating resources for students and consultants based on the information they receive



## A “Day in the Life” of the Interdisciplinary Writing Coordinator

When the Interdisciplinary Writing Coordinator is working on projects and research in their coordinator role or has downtime from tutoring, they may spend their time doing any of the following tasks, depending on their timeline in the calendar:

- Reaching out to department heads for each discipline to gather and update the following information:
  - Preferred citation guide
  - Sample assignment sheets
  - Any other tips in their discipline or information they would like us to know as we tutor students
- Meeting with Undergraduate Peer Tutors/Graduate Consultants during either their WID Lesson planning or post-lesson debriefing
- Creating WID resources for their fellow consultants