

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Part-time Support Professional - Writing Center
Location:	Big Rapids (Main Campus)
Department:	33200 - Languages and Literature
Advertised Salary:	\$15 per hour
FLSA:	Non-Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Part-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	<p>This position will provide writing consultation (on-site and electronic/digital) to undergraduate and graduate students for 15 to 20 hours per week. The successful applicant will be familiar with APA and MLA documentation and must be comfortable working one-on-one with a diverse student population representing a full range of majors and writing skills, from remedial to advanced. The successful applicant must be comfortable working in a face-to-face and electronic/digital instructional setting.</p> <p>The anticipated start date for this position is October of 2022. However, this is an estimated date and can be revised if needed.</p>
Position Type:	Staff
Required Education:	Bachelor's degree in English, English Education, History, Social Sciences, or a related field.
Required Work Experience:	<p>One year of experience involving tutoring and/or teaching at the college level.</p> <p>Experience working with diverse student populations, including ESL.</p>
Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Balancing

	<ul style="list-style-type: none"> • Lifting • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	
Essential Duties/Responsibilities:	<p>This position requires providing writing consultation (both on site and electronic/digital) to undergraduate and graduate students. The successful applicant will be familiar with APA and MLA documentation and must be comfortable working one-on-one with a diverse student population representing a full range of majors and writing skills.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members.</p> <p>Any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	
Skills and Abilities:	Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter • Unofficial Transcript 1
Optional Documents:	
Special Instructions to Applicants:	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of bachelor's degree in English, English Education, History, Social Sciences, or a related field.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
Initial Application Review Date:	October 14, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department

at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.

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