Department Services Coordinator for Disability Services-
Test Proctoring, Writing Center, and Writing Programs

WRITING CENTER

POSITION SUMMARY

The Department Coordinator for Disability Services and the Writing Center, and Writing Programs serves as an important point of contact for students, faculty, staff, and other visitors seeking information and support for approved testing and note-taker accommodations, the services provided by the college’s Writing Center, and the college-wide Writing Programs (including Writing & Rhetoric, the Interdisciplinary Writing Minor, and the writing components of the First Year Seminars - FYS).

Working with the Disability Services office, this position coordinates and serves as proctor for exams for students with approved testing accommodations and coordinator of the Note-Taker accommodation program. Working with the Writing Center and Writing Programs Director, this position supports the Writing Center and manages general administrative and clerical tasks in support of the college’s multifaceted Writing Programs.

This position is represented for purposes of collective bargaining by SEIU.

SUMMARY OF DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job.

- Coordinates and proctors exams for all students registered with Disability Services, Monday through Friday (and on Saturday exams if needed during finals week).
- Manages WCONline appointment system, including Writing Adviser and Writing Faculty Specialist schedules, peer subject advisor schedules, and Disability Services/Dean of Students Office office hours.
- Maintains, updates, and generates regular reports of the WCONline (scheduling & survey software system), for all proctored exams and for Writing Center appointments and drop-in sessions.
- Manages the Disability Services note-taker program, recruiting, hiring and training note-takers and managing requests throughout the academic year. Manages payroll for 70+ note-takers each academic semester.
- Processes all HR/Payroll forms and timesheets for all student staff: note-takers, WC student writing advisers, student writing fellows, and other student employees.
- Assists in hiring, orientation, training, and supervision of student office workers.
- Maintains and updates the websites and Moodle sites for the Writing Center and Writing Programs.
- Monitors and maintains budgets for the Writing Center and Writing Programs, and generates budget reports, submits invoices, and processes reimbursements/expense paperwork.
- Works with the Writing Programs Director to maintain accurate records of students' Writing
Proficiency for the First-Stage Writing requirement.

- Coordinates department program reviews and assessment projects as requested
- Assists in faculty searches as assigned, including coordination of office space, technology, and other equipment/supplies.
- Coordinates hiring and payroll pertaining to Scientific Scholars Achievement Program.
- Attends department and program meetings as required, and other meetings/trainings as required with other departments or programs (i.e., Oxy Arts, Core Program, Administrative Staff).
- Manages general administrative and clerical tasks including: maintaining files and records; preparing mailings and collecting/distributing mail; responding quickly to emails/phone calls on behalf of the department/programs; ordering supplies and equipment, maintaining computers and other technologies; maintaining organized, clean, professional, and safe workspaces.
- Monitors Disability Services phone line and email inquiries.
- Works with the department chair and faculty to address administrative problems and issues within the department. Actively finds solutions, follows through to make sure issues are addressed and resolved.
- Handles other duties and projects as assigned by the department chairs or Office of the Dean.

**QUALIFICATIONS**

Preferred Qualifications/Skills:

- Ability to interact with students in crisis, in high-stress environments, with a calm and compassionate demeanor.
- Commitment to creating an inclusive environment for students from all backgrounds and experiences.
- Handles email communications when requested for all programs and departments in their coordination.
- Ability to multitask and juggle shifting priorities and deadlines.
- Ability to work autonomously with minimal supervision.
- Detail oriented.
- Ability to manage complex calendaring and scheduling.
- Exceptional interpersonal skills.
- High level of comfort learning new technologies.
- Bachelor’s Degree preferred.
- 4-6 years of office experience, preferably in an academic environment.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.