

## Graduate Fellow at the Second Language Services Job Description

<b>Department/Program</b>	<b>Supervisor</b>
Second Language Services	Director of Second Language Services and Assistant Director of Advising
<b>Duration of Position</b>	<b>Hours perk Week</b>
9 Months	20

### **Conducting Writing Sessions with Graduate Second Language Students:**

1. Providing second language support to graduate international and resident second language students by maintaining at least 5 open hours per week set aside specifically for this group of students.
2. Collecting, creating, and researching new instructional second language materials and assessment tools appropriate for graduate-level second language students.
3. Maintaining active connections with the Graduate Writing Project and providing second language support and expertise to graduate writing fellows from different academic departments.

### **Administrative Duties:**

1. Collecting ESL tutors' and conversation partners' availability and maintaining the SLS schedule.
2. Creating, copying, and distributing PR materials (both undergraduate and graduate)
3. Assisting in the hiring process;
  - Participating in interviews of applicants
  - Assisting with the final selection of new consultants.
4. Attending and participating in ENGL 205 Supporting Second Language Learners
5. Assisting in reading language samples and placing newly admitted second language learners.

### **Managing the Staff:**

1. Model best tutoring and conversation session strategies for new tutors and conversation partners in accordance to the SLS mission and philosophy.
2. Intervening when a tutor is distressed or unable to perform duties by alerting the Director.
3. Protecting tutors from aggressive or abusive clients or faculty by asking them to contact the Director through email or phone.
4. Helping tutors make referrals when necessary to the appropriate resource (Writing Studio, Study and Research, Pam Spillane, Counseling, an Instructor, etc.)

### **Skills Need/Preferred:**

Applicants must have a Bachelor's Degree (preferably in English, Linguistics, Communications, Communication Disorders) and must be accepted to a graduate program at Bridgewater State College. Candidates must have a strong interest in working with diverse student populations, an ability to provide language support for both graduate and undergraduate second language students, an ability to work well with others, and, preferably, experience with working with second language students in an instructional setting. Self-motivated candidates who have the capacity to work on their own without direct supervision are preferred. An interest in a career in higher education is highly recommended.

Submitted by: \_\_\_\_\_

Department/Program: \_\_\_\_\_

Date: \_\_\_\_\_