

**POSITION SUMMARY**  
**QUEEN'S UNIVERSITY - GENERAL STAFF**

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POSITION TITLE:	Writing Coach
DEPARTMENT:	Student Academic Success Services
POSITION NUMBER:	n/a
GRADE:	n/a
EFFECTIVE DATE:	July 2025

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**JOB SUMMARY**

Reporting to the Director, Student Academic Success Services (SASS), and taking direction from the Manager of 1:1 Programs and the Manager of Outreach, the incumbent delivers writing support to undergraduate and graduate students to assist them in becoming more skilled, confident, and versatile writers. Writing coaches are responsible for preparing, delivering, documenting and debriefing all aspects of 1:1 writing appointments, assisting in the development of writing resources for internal and external use, participating in the delivery of writing workshops on request, and engaging in ongoing development, as required.

Hours of work: The schedule for this position requires the incumbent to work between 3 to 14 hours per week in the fall and winter terms. Non-traditional hours, including evening and/or weekend commitments, may be required.

**KEY RESPONSIBILITIES**

**Provision of one-to-one writing appointments**

- Provides 1:1 appointments, in-person and via online platform from SASS
- Assists writers at all stages of the writing process: brainstorming, organizing, developing and clarifying ideas, strengthening arguments, polishing drafts
- Assists writers in identifying critical thinking and rhetorical strategies for generating, refining, supporting, and applying ideas, arguments, and information to communicate them for specific purposes to a range of audiences
- Prioritizes higher order concerns (argument, organization, clarity, coherence) over lower order concerns (sentence structure, diction choices, grammar)
- Assists writers in recognizing areas for improvement and patterns of error in their writing and developing effective strategies for revising, editing, and proofreading their own work
- Facilitates writers' understanding of the function of particular formats and conventions
- Fosters writers' understanding of academic integrity and the appropriate means of incorporating and acknowledging the work of others
- Ensures sessions are supportive, collaborative, and writer-centered; fosters writers' confidence by offering positive and constructive feedback
- Provides 1:1 support to students for whom English is an additional language and who are seeking support for reading, writing, speaking, and listening skills
- Documents session details
- Uses online appointment system to manage aspects of 1:1 session delivery

**Assistance with resource development (as required)**

- Reviews existing print resources, providing suggestions, corrections, or updates to ensure accuracy, currency, and thoroughness, as required
- Proposes and/or outlines and/or develops new writing-related resources, as required

**Assistance with writing workshop delivery (optional, as required)**

- Participates in the preparation, delivery, and debriefing of writing workshops to undergraduate and graduate students, as required

**QUALIFICATIONS AND SKILLS**

- Graduate degree (completed M.A. at minimum)
- Experience with academic writing, 1:1 consulting/tutoring, and/or teaching
- Knowledge of research and practice related to composition theory, writing pedagogy, and writing centres
- Thorough knowledge of academic writing processes and rules of English grammar
- Familiarity with writing conventions of diverse disciplines considered an asset
- Knowledge of emerging technologies and their impact on learning and writing development considered an asset
- Excellent interpersonal skills and ability to establish rapport with student writers in the 1:1 consultation environment, both in-person and online
- Experience working with students from diverse linguistic and cultural backgrounds, particularly non-native speakers/writers of English, strongly preferred
- Ability to recognize diversity of abilities and adapts content, tone, medium and style to audience to be inclusive
- Ability to integrate the principles of equity, diversity and inclusivity into all aspects of job performance
- Satisfactory Criminal Records Check and Vulnerable Sector Screening required
- Consideration will be given to an equivalent combination of education and experience