

OVERVIEW

In addition to a reduced time commitment fulfilling the duties of the Graduate Writing Consultant, the Resources Coordinator works in collaboration with the Director, Consultants, and Departments to develop Writing Center resources for the campus community. Resources may include but are not limited to:

- Handouts
- Video tutorials
- Presentations
- Marketing materials

The Resources Coordinator may also track the use and efficacy of materials already created and determine the need for additions and revisions based on student, staff, and faculty feedback. The coordinator is also responsible for ensuring that each resource is aligned with the mission and tone of both the Writing Center and Georgia College. Knowledge of Canva and Drupal are helpful though not required.

DUTIES AND RESPONSIBILITIES

Along with other duties not delineated below that are also assigned with the guidance and support of the Writing Center Director, the Resources Coordinator has the following responsibilities:

- Identify needs for new or revised resources for the campus community, including students, faculty, staff, tutors, and Graduate Writing Consultants.
- Coordinate with other Graduate Writing Consultants to create content for handouts, presentations, and videos.
- Assist Graduate Writing Consultants with drafting and revising content.
- Strengthen and reinforce their knowledge of other centers' resources.
- Follow brand guidelines as established by the Office of Communications.
- Update the Writing Center website.

A “Day in the Life” of the Resources Coordinator

The majority of the Coordinator's time is spent identifying and organizing content for handouts. The recommended process is to collaborate with Undergraduate Peer Tutors and Graduate Writing Consultants to determine which content to produce (for example, a handout



about topic sentences) and what date to submit a first draft. The Coordinator will organize all drafts for review by the group. Once other Consultants have suggested changes, the Coordinator will make those changes or delegate the tasks to another Consultant. When the content is finalized, the Coordinator will transfer it to a beautifully designed template for upload to the website. It is recommended that the Coordinator do a final review for typos and other issues before uploading the handout to the website. The Coordinator may also decide to explore and create other resource formats, such as video, etc.