The Assistant Director of the Ott Memorial Writing Center is a graduate student in the English Department. Except in extraordinary circumstances, he or she should be an experienced Ott tutor. The course release from RC1001/1002 is the same as it is for the other graduate tutors; the hours are simply distributed differently (generally 5-6 hours of tutoring, with 3-4 hours allotted for administrative work and 1 hours for weekly staff meeting). The Assistant Director works closely with the Director and is crucial to the work of the writing center, in several dimensions elaborated below.

**TUTORING**
- First and foremost, the AD is also a tutor. All the responsibilities listed in the Job Description for Tutors are relevant for the AD as well.

**MENTORING**
The Assistant Director takes a leading role in mentoring new and experienced tutors at both the graduate and undergraduate level. The AD mentors through
- Planning and sometimes facilitating of staff meetings (of the full staff) on a regular basis
- Planning and when appropriate leading the grad-tutor-only staff meetings
- Conducting formal observations of new and experienced tutors
- Engaging in informal, impromptu conversations with tutors
- Writing emails to scaffold the work of Mentor Tutors working with 4230 interns
- Conducting instructional outreaches for faculty and staff across the university
- Planning and leading workshops for writers across the university

**LOGISTICAL RESPONSIBILITIES**
The Assistant Director also plays a crucial role in supporting the every day operations of the writing center. Traditionally, the AD
- Organizes payroll (approving timesheets every other week)
- Schedules staff at the start of each semester
- Coordinates classroom visits to promote the writing center
- Fields questions that may arise about covering or cancelling shifts, questions from writers and faculty, etc.
- Directs the Summer Writing Center (during the two 6-week sessions) (there is some flexibility with this responsibility, which carries an additional stipend)
- Oversees the annual update / expansion of the Ott Memorial Writing Center Handbook (during the summer)

**LONG-TERM PLANNING AND VISION**
- Plays a central role in hiring decisions (of tutors and reception staff)
- Sets priorities and articulates strategies for ongoing professional development
- Provides leadership in developing a genuinely useful and sustainable process of self assessment (including feedback from writers and self reflections from tutors)
- Articulates a vision for the role of the Ott in promoting a culture of writing and learning on the Marquette campus (and, when appropriate, beyond)

**OTHER DUTIES AS NECESSARY**
Because we have an ambitious mission, we often need staff members to step up and help out. We try always to respect the time and boundaries of staff members, but we hope you will also lean into the flexible work of the writing center.