AUBURN
Human Resources

Spec, Graduate Writing

Job Description

JOB INFORMATION

Job Code	CA91
Job Description Title	Spec, Graduate Writing
Pay Grade	AA08
Range Minimum	$43,580
33rd %	$52,300
Range Midpoint	$56,660
67th %	$61,010
Range Maximum	$69,730
Exemption Status	Exempt
Approved Date:	10/27/2026 3:19:12 PM

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

The Graduate Writing Specialist supports graduate writing initiatives by developing and facilitating workshops, creating instructional resources, and providing writing support to graduate students across disciplines. Collaborates with the Associate Director and graduate assistants, contributes to tutor training and professional development, promotes writer wellbeing through supportive programming, and may participate in research and scholarly presentations.

RESPONSIBILITIES

- Leads and supports assigned graduate writing programs, including program administration, assessment, continuous improvement, and communication with relevant stakeholders.
- Provides individualized writing tutoring to graduate students and supports the training and professional development of University Writing graduate assistants to prepare them to provide effective graduate-level writing support.
- Develops and facilitates writing workshops for courses across disciplines and creates, maintains, and updates University Writing Open Educational Resources and instructional materials, including ensuring accessibility in Word and PDF formats.
- Supports University Writing’s culture of wellbeing around writing by incorporating and sharing mindfulness and wellbeing practices through appropriate programming and resources.
- Engages in writing studies research and professional activities, including conference presentations and other scholarly contributions.
- Performs other duties as assigned.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	no specific degree, STEM and social sciences preferred	and	2 years of	writing instruction, writing tutoring, academic program administration, or related student academic support services.	Or
PhD	no specific degree, STEM and social sciences preferred	and	0 years of	writing instruction, writing tutoring, academic program administration, or related student academic support services.	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			