All About the Head Fellows

The position of “Head Fellow” was first created in 2007-2008 to provide the Writing Center with a student leader to organize scheduling and to serve as an experienced mentor to other fellows. The Head Fellow was also meant to act as the “eyes and ears on the ground of the center” for the Director of College Writing (Dara), who was at that time responsible for the entire Writing Program. For the next academic year, the Writing Center was able to expand the position to include two Head Fellows, and as the center continued to grow, the position was again expanded to the three head fellow positions we have today.

For the academic year 2011-2012, the Writing Center created job descriptions to better define the role of each Head Fellow. As such, Head Fellows are now hired to fill each of the following job descriptions, and are in charge of their own respective areas:

**Outreach Coordinator (Meryl in 2012-2013)**
The Outreach Coordinator is responsible for publicizing the Writing Center, including ID1 visits, other class visits, the Writing Center Facebook Page, and also may take on the responsibility of organizing outreach workshops. The individual in this position also promotes internal communication regarding weekly meetings and other events. Finally, this Head Fellow is meant to bolster “Fellow morale” which in the past has included tasks such as finding cute .gifs of animals for internal emails.

**Scheduling Coordinator (Gabbi in 2012-2013)**
The Scheduling Coordinator is responsible for all scheduling-related logistics including shift switches, scheduling changes, missed shifts, emergency shifts, and all other scheduling SNAFUs. This fellow also directs incoming messages through the writing.center@pomona.edu email account and operates the Writing Partners program, including the task of matching students to appropriate Fellows.

**Training Coordinator (Noah in 2012-2013)**
The Training Coordinator is in charge of working with small groups of Fellows to plan and implement biweekly staff meetings, including managing the content of these ongoing training sessions. Additionally, this fellow is in charge of planning our Writing Center’s participation in the Southern California Writing Centers Association Tutor Conference.

**Science Writing Coordinator (Amber in 2012-2013)**
This position, which may be held in conjunction with another Head Fellow position or as a freestanding position, entails responsibility for coordinating science-oriented workshops. Current workshops cover BIO 40, 41E (Ecology and Evolution), and 41C (Cell Bio) lab reports. This responsibility is comprehensive, encompassing the planning, advertisement, implementation, and evaluation of all science writing workshops.

**Head Fellows as Mentors:**
The mentorship aspect of the head fellow program is structural yet rather informal. Each head fellow is responsible for mentoring a group of 8-10 fellows, typically broken up by the first letter of each Fellow’s last name. For each Fellow in their group, Head Fellows read
consultation reports and give feedback on individual Fellows’ tutoring techniques. Similarly, Head Fellows are meant to be a resource for other Fellows, providing a mentor to whom Fellows can turn with questions about tutoring etiquette, technique, or to discuss a particularly difficult appointment.*

**Head Fellows and Writing Center Administrators**

Head Fellows also serve an important role in reporting to Writing Center administrators (the Assistant Director of College Writing, [currently Pam] and the Director of College Writing [currently Dara]). Head Fellows can serve as a first contact for Fellows to report a problem in the Writing Center, but are obligated to report to Pam and Dara immediately in certain situations:

- Cases of sexual harassment in the Writing Center, by a student or Fellow
- On the job drug/alcohol consumption by a student or Fellow
- Other cases of inappropriate or otherwise dangerous conduct by a student or Fellow in the Writing Center

Head fellows also report to the Assistant Director of the Writing Center in less extreme cases, including but not limited to:

- A Fellow is frequently late to shifts
- A Fellow consistently cuts consultations short in an obvious attempt to finish shifts early

*While Head Fellows serve as a connection between Fellows and Writing Center administrators, Fellows may also discuss technique, a difficult appointment, or any other tutoring concern directly with Pam, whose door is almost always open and encourages Fellows to drop in.

**Interested in Applying? A note on the position of Head Fellow:**

“Head Fellows are supposed to be a resource, to serve as peer mentors. They are chosen because they are both great Writing Fellows and because they can be great mentors to fellow Fellows. That is, they know a lot about the job and can translate that experience to talking with fellow Fellows about how to approach a consultation, try out new strategies, etc...” –Pam Bromley, Assistant Director of College Writing

Thanks to Meryl Seward, Head Fellow—Outreach Coordinator 2012-2013, and Pam Bromley, Assistant Director of College Writing, to whom all quotes are attributed.