



Job Description

Position Title	Director, Writing Center
Department	EHSAS Center
Reporting To	Director Academic Performance & Student Life
Date	November 2015
Type of Position	Full Time

**POSITION DESCRIPTION**

The Director of Writing Center will be responsible for managing the daily operations of the Writing Center, including scheduling of all aspects of center instruction, as well as supervising and mentoring writing tutors and directly providing writing consultation as needed. The Director will be responsible for the professional development of writing tutors; assessment of programs and instructional design; and coordinating instructional plans for writers with complex needs. Duties will include interviewing, hiring, training, and supervising undergraduate tutors (preferably existing Habib University students); meeting regularly with tutors; supervising writing center administrative assistant; developing Center policies; overseeing short and long-term planning; conducting outreach to university faculty and the campus at large; and developing and facilitating writing workshops.

**DUTIES AND RESPONSIBILITIES**

- ✓ Recruiting and supervising the Writing Center undergraduate student writing tutors.
- ✓ Coordinating and assigning personnel to various program elements of the Writing Center, including coordinating and assigning student work schedules and projects.
- ✓ Undertaking ongoing assessment of student writing needs; assessing Writing Center program learning outcomes for continuous improvement of instruction.
- ✓ Planning and implementing Writing Center rules, policies, procedures, and programs.
- ✓ Undertaking professional development of student writing tutors; conducting weekly training practicals for all student tutors; mentoring student tutors in selecting promising teaching strategies, including practices for ESL (English as a Second Language), first generation, and students with disabilities; assessing learning needs of student tutors; facilitating a learning community among Writing Center staff.
- ✓ Leading marketing and outreach efforts to promote the Writing Center; designing and conducting Writing Center workshops.
- ✓ Performing other related duties and tasks as assigned.

**REQUIRED JOB SPECIFICATIONS**

Required Qualification	✓ Masters from a reputable university
Required Experience	<ul style="list-style-type: none"> <li>✓ Knowledge and hands on experience of:             <ul style="list-style-type: none"> <li>✓ Writing Center theories and practices and Writing Across Curriculum (WAC).</li> <li>✓ Multimodal composition and new media of writing.</li> <li>✓ Principles and practices of supervision and training.</li> <li>✓ Standard written English.</li> <li>✓ Relevant computer software and technology such as: Microsoft software (Word, Excel, MS Project, PowerPoint).</li> </ul> </li> <li>✓ Ability to:             <ul style="list-style-type: none"> <li>✓ Supervise and train undergraduate student tutors according to policies and procedures.</li> <li>✓ Communicate with faculty across various disciplines about students' writing needs.</li> <li>✓ Conduct workshops pertaining to undergraduate-level writing.</li> <li>✓ Work one-on-one with writers from diverse backgrounds.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"><li>✓ Maintain records and reports related to writing center work.</li><li>✓ Learn, apply and explain policies, procedures, rules and regulations.</li><li>✓ Communicate effectively, both orally and in writing.</li><li>✓ Establish and maintain cooperative and effective working relationships with others.</li><li>✓ Work independently with minimal direction.</li><li>✓ Provide excellent customer service skills, which includes interpersonal skills using tact, patience and courtesy</li><li>✓ Speak in a public setting and deliver effective presentations.</li></ul>
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