



Building on Tradition.
Focused on the Future.

Director of Writing Center Job Posting

POSITION:

Director of Writing Center

JOB SUMMARY:

Spalding University invites applications for the Director of the University Writing Center (UWC). This position is a 12-month tenure-track position in the School of Liberal Studies, with a teaching load of 2 undergraduate courses of first-year writing.

DUTIES AND RESPONSIBILITIES:

The Director is responsible for overseeing the day-to-day operations of the UWC; hiring, supervising, and mentoring graduate and undergraduate student writing consultants; coordinating the assessment of the UWC's effectiveness; providing ongoing vision for the UWC; working with students directly to strengthen writing and study skills; working with faculty to incorporate writing into their classrooms and to conduct workshops related to writing and the writing process; analyzing quantitative and qualitative data to report on Writing Center services in order to promote student success and retention; working with Spalding's SACSCOC QEP based on Writing Through Revision; and representing the UWC on departmental and university committees.

SKILLS AND EDUCATIONAL REQUIREMENTS:

1. Ph.D. in Rhetoric and Composition from a regionally accredited university, or closely related field.
2. Minimum two years of experience in writing center administration.
3. Candidates with training in writing center theory and administration;
4. A record of teaching excellence in college-level writing courses
5. A record of Writing Studies scholarship with applicability to writing center context will receive special consideration.

INTERRELATIONS:

- Work directly with students across campus to foster a culture of writing dedicated to student success
- Evaluate and recommend writing technologies for campus and library needs
- Work with the QEP Director to collect, assess, and analyze data related to Writing Across the Curriculum
- Partner with campus faculty, staff, and students as a facilitator, workshop trainer, designer, and developer of writing materials
- Create university-wide connections with faculty teaching writing intensive courses.

HOW TO APPLY:

Electronically submit your C.V., transcripts, and application letter to:
Dr. Pattie Dillon
Chair, School of Liberal Studies
pdillon@spalding.edu

ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.