



## Writing Consultant Job Posting

### **Job Summary:**

Spalding University invites applications for a full-time Writing Center Consultant to assist in the management and delivery of writing support through the University Writing Center.

### **Duties and Responsibilities:**

The person filling this position would perform writing consultations with students visiting the University Writing Center, assist the Writing Center Director in the management of student worker staff, gather and analyze utilization and survey data, develop instructional and promotional materials, deliver workshops, communicate with faculty and staff, and other duties as assigned.

### **Skills and Educational Requirements:**

Minimum requirement of Bachelor's degree in English or a related field; Master's Degree in English Rhetoric and Composition preferred; Writing Center/tutoring experience desired.

### **Additional Qualifications:**

- Daily contact with administration, faculty, staff, and students.
- Experience with MS Office programs.
- Must be able to work with diverse populations.
- Supervisory experience.

### **Contact:**

Send electronically your vita/resume and cover letter to:

Charles Maynard  
Writing Center Director  
901 South Fourth Street  
Louisville, KY 40203  
[cmaynard@spalding.edu](mailto:cmaynard@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.***



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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.