

ASSISTANT DIRECTOR, WRITING CENTER

Organizational Relationship: The Writing Center Assistant Director is a staff appointment that includes a teaching assignment. The Assistant Director reports to the Writing Center Director and to the Director of the Cornerstone First-Year Seminar/Arch Program. This position is an 10-month appointment.

Summary: The Writing Center Assistant Director teaches developmental writing and first-year seminar courses in addition to overseeing and coordinating the day-to-day logistics and practical running of the Writing Center. This work involves collaborating closely with the Writing Center Director to ensure efficiency and avoid redundancy.

Responsibilities:

Contribute to a comprehensive undergraduate writing program and lending support to the Writing Center Director by

- Assisting Student Coordinators in overseeing the day-to-day scheduling and running of the Writing Center.
- Managing and contributing to the effective use of resources for the Writing Center.
- Backing up the WRIT 2100 class, in conjunction with the Writing Center Director.
- Develop and administer a viable program of on-line coaching which could be used for both traditional undergraduates and other professionally active, adult students.
- Oversee the use of tech resources such as “Chat with a WA” and “Calendly” for scheduling WA appointments.
- Monitor and promote all social media.
- Update and oversee NPU Website pages, making sure web copy reflects all of the services we offer.
- Teach up to four sections of Cornerstone or WRIT1000 classes.
- Manage Chicagoland Writing Centers Association and Midwest Writing Centers Association activities.
- Solicit, receive, and track all nominations for new Writing Advisors.
- Process all new WA applications and lead the interview process for new hires.
- Coordinate with Student Engagement to plan, hire, and contribute to the COMPASS bridge program.
- Serve as an assigned Writing Advisor or Writing Partner if needed.
- Support the mission and goals of the University, the General Education Program, and the College of Arts and Science by assuming other responsibilities as assigned by the University President, the University Dean, or the Director of the Arch Program.

Qualifications:

- Master’s degree or beyond in English, Composition/Rhetoric, Education, Applied Linguistics, or a related field.
- Three to five years of direct experience in writing instruction and learning assistance at a college, university, or other institution of higher education.
- Experience in a Writing Center or working with Writing Consultants.
- A knowledge of issues related to the writing skills and problems of postsecondary students and an understanding of accepted testing and assessment practices in American higher education.
- A personal commitment to, and appreciation of, the Christian mission of North Park University. Sensitivity to multicultural and gender issues and support for diverse and underrepresented populations.

- A developmental understanding of post-secondary students and a desire to facilitate and encourage this development in a supportive and service-oriented environment.
- The ability to communicate effectively with students, administrators, faculty and staff members, and outside constituencies.
- The ability to coordinate many overlapping tasks effectively.

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.