**Southern Connecticut State University**

**Director of the Writing Center**

**2023-2025**

In accordance with university policy for leadership positions for which full-time faculty receive reassigned time from the administration, the Provost is soliciting applications from individuals who are interested in serving as Director of the university’s virtual Writing Center.

**Duties and Responsibilities:**

The virtual Writing Center serves a key role in achieving the academic mission of the university by supporting students’ academic success and effective writing pedagogy across the curriculum. The Director works in close partnership with the Director of the Academic Success Center, the First-Year Composition Program Coordinator, the WAC committee, and the School of Graduate and Professional Studies to provide vision and leadership in developing, coordinating, and implementing programming that demonstrably increases student competence in written communication. The Director reports to the Associate Vice President for Academic Affairs.

**Specific responsibilities include, but are not limited to the following:**

* Provide overall administrative leadership for and oversight of the Writing Center and its budget
* Work collaboratively with faculty, administrators, and staff across campus to communicate the virtual Writing Center’s philosophies and implement its policies and procedures
* Work collaboratively with the Academic Success Center, First-Year Composition program, Liberal Education Program, university access initiatives and programs, the School of Graduate and Professional Studies, and related units to support and assess undergraduate and graduate student writing
* Work collaboratively with departments, school deans, and the Office of Faculty development to provide disciplinary-specific writing pedagogy consultations for faculty
* In collaboration with the Academic Success Center, recruit, train, and assess tutors who can support student achievement in first-year composition courses and writing intensive courses in the disciplines
* Process and maintain records of student W-waiver applications and decisions
* Provide guidance to faculty and departments in development of new and existing W courses
* Work collaboratively with members of the WAC Committee to review and modify WAC program curriculum, assessment, and procedures
* Implement WAC program policies and procedures developed by the WAC Committee
* Address student and faculty questions about WAC program policies and procedures
* Maintain an active and up-to-date Writing Center website
* Communicate regularly with relevant bodies (e.g., UCF, Graduate Council)
* Serve on relevant committees (e.g., Writing Across the Curriculum Committee)
* Develop and conduct program review and outcomes assessment

**Persons seeking this position must have the following qualifications:**

* Full-time tenured faculty member
* Demonstrated administrative experience
* Ability to work with students and faculty in all disciplines and at all levels
* Demonstrated history of ability to work collaboratively and harmoniously in a collegial environment with faculty, staff, and students with diverse backgrounds and varied roles, and with internal and external groups
* Excellent communication (oral and written) and organizational skills
* Willing and able to manage ambiguity
* Experience in assessment

**Preference will be given to those applicants with the following:**

* Demonstrated ability to innovate and provide creative leadership
* Demonstrated ability to develop expertise outside of one’s primary academic field
* Ability to contribute to research and publication efforts on best practices in teaching writing

**Application and Selection Process:**

Persons interested in seeking the position should apply using the [online application](https://forms.office.com/r/M8UnWgNMK3) between Jan. 20-Feb. 3, 2023.

The Associate Vice President for Academic Affairs will review the materials of all applicants and will interview selected finalists from among the applicants for the position. The Provost will announce the choice for the position after the successful applicant notifies the AVP AA and the Provost of their acceptance of the position.

**Reassigned Time, Effective Date, and Term of Appointment:**

The Director will receive six (6) hours of reassigned time during each of the fall and spring semesters.

This appointment will be effective the first day of the fall term 2023. The term will be two (2) years from the date of appointment. The position will be re-advertised in the spring of the final year of the incumbent’s appointment. The incumbent may apply for a third and final term.

Revised January 20, 2023