

**Southern Connecticut State University
Writing Center Coordinator
2024-2026**

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 Coordinator of the university's virtual Writing Center.

Duties and Responsibilities:

The current virtual Writing Center works in conjunction with the Center for Academic Success and Accessibility Services and the Writing Across the Curriculum Committee to support students' academic success and effective writing pedagogy across the curriculum. The Coordinator works in close partnership with a variety of campus divisions to provide coordination in developing and promoting cross-campus programming that demonstrably increases student competence in multi-modal communication. The Coordinator reports to the Associate Vice President for Academic Affairs.

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

- Work collaboratively with faculty, administrators, and staff across campus to re-envision the virtual Writing Center and its role at SCSU
- Work collaboratively with Center for Academic Success and Accessibility Services (CASAS), First-Year Composition program, Liberal Education Program, university access initiatives and programs, Transfer Student Services, 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 multi-modal communication resources to support student and faculty
- Maintain a student-centered Writing Center website that links to campus services
- Serve on Writing Across the Curriculum Committee (within UCF)

Persons seeking this position must have the following qualifications:

- Tenured or tenure-track status
- Strong interest in multi-modal communication, including artificial intelligence (AI)
- Familiarity with and comfort providing instruction for contemporary writing tools
- Excellent communication (oral and written) and organizational skills
- Willing and able to manage ambiguity
- Interest in assessment

Preference will be given to those applicants with the following:

- Demonstrated ability to work in collaborative, interdisciplinary groups
- Ability to contribute to research and publication efforts on best practices in teaching multimodal communication

Application and Selection Process:

Persons interested in seeking the position should apply using the [online application](#) between **August 16-Oct. 1, 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 Coordinator 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 spring semester 2024. The term will be one and a half (1.5) 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 second term.