

## **Faculty Writing Center Assistant Director (Full Time, Non-tenure Track)**

### **Position Summary**

Occidental College invites applications for the position of faculty Assistant Director of the Writing Center to begin August, 2020. This is a full-time (9-month) renewable non-tenure track position. Along with course equivalents for work in the Writing Center, the Assistant Director will teach four courses per year, which will include a year-long tutor training course, sections in the first-year cultural studies seminar program or a 200-level composition course, and a course equivalent for one-on-one writing center consultations in their capacity as a faculty writing specialist.

The Occidental College [Writing Center](#) is committed to providing an environment for students that is collaborative, adaptive, and inclusive. We actively seek candidates who can support and advance our mission through their demonstrated experience in writing center work, research and scholarship, and teaching.

### **Summary of Duties and Responsibilities**

The Assistant Director will work with the Writing Center Director and responsibilities include the following:

- Contribute to the vision, leadership, and strategic direction for the Writing Center to fulfill its mission and service to the Oxy community.
- Work with the Director to coordinate the hiring (and rehiring) of all writing advisers, including the processing of hiring forms and other documents.
- Provide pedagogical leadership in the development, coordination, and delivery of the tutor training program.
- Administer the daily operations of the Writing Center, including managing scheduling and promoting the center.
- Develop workshops, write-ins, and other events to support student writers across the college.
- Working with the Director, establish and maintain collaborative relationships with departments, programs, and offices at the college (e.g., International Programs, Undergraduate Fellowships & Awards, Pre-Health Advising) to support student writers across a range of writing experiences and tasks.
- Collaborate with other Oxy peer tutor support programs on topics of mutual interest.
- Monitor center usage and collect survey data; participate in writing center assessment.
- Teach courses (as outlined above) in tutor training and writing/composition.
- Engage in professional development through conference participation and attendance at local/regional affiliate meetings and organizations.

### **Required Qualifications**

- Master's or PhD in a relevant discipline (e.g., Rhetoric and/or Composition Studies, English, Literacy Studies).
- Experience working in and administering a Writing Center (as Assistant Director or other staff position).
- Knowledge of Writing Center scholarship and practice.
- Demonstrated commitment to working with diverse students in an interdisciplinary, collaborative, and inclusive environment.

- Experience and demonstrated success teaching composition (especially first-year and intermediate).
- Management and administrative experience and skills

### **Application Instructions**

The firm deadline for applications is **November 1, 2019 (11:59 p.m. PST)**. Submit the following as electronic files to [writingcenter2020@oxy.edu](mailto:writingcenter2020@oxy.edu).

- Cover letter describing your qualifications for and interest in the position
- Curriculum vitae
- Writing Center philosophy statement
- Teaching philosophy statement
- Sample syllabus for a composition course (either first-year or intermediate)
- Sample syllabus for a tutor training course
- Writing sample
- Three confidential letters of recommendation

*Occidental College is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by State or Federal Law. We strongly encourage all underrepresented candidates, especially women and persons of color, to apply.*

*We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.*