

Associate Director of the Writing Center, Nancy
Thompson Learning Commons
Kean University

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Posted Jul. 15, 2024, set to expire Mar. 27, 2025

Job Title	Associate Director of the Writing Center, Nancy Thompson Learning Commons
Department	
Institution	Kean University Union, New Jersey
Date Posted	Jul. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	English Creative or Technical Writing
Apply Online Here	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Associate-Director-of-the-Writing-Center--Nancy-Thompson-Learning-Commons_R3002
Apply By Email	
Job Description	

External Applicant Instructions

- Please upload your resume/CV for automatic population of information to your Kean application.
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Your contact information, work experience and education will be automatically filled in. Please review all fields – you will need to verify that the data is accurate.

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

Nancy Thompson Learning Commons (NTLC)

Associate Director of The Writing Center

Under the supervision of the Director of Learning Support Services, the Associate Director of the Writing Center (Associate Director 3) manages the operations and activities of the Writing Center. The Associate Director works with the Director of Learning Support Services and Executive Director of the Nancy Thompson Learning Commons to direct, implement and innovate Writing Center initiatives. The Associate Director will work closely with the Director of Learning Support Services and other Learning Commons' colleagues to assess and address writing and research needs throughout the University. The Associate Director will develop data-informed programming based on data best practices, to meet the needs of NTLC in its ongoing transformation through dynamic changes in all aspects of Learning Support Services (LSS) and the connectivity to research and scholarly works. The Associate Director will design learning experiences that help students from a diverse range of backgrounds, including first-generation college students and adult learners, become critical and ethical writers and researchers. The incumbent will help manage writing tutors, deliver writing workshops, and collaborate closely with librarians to create a wholistic Writing Center. The Associate Director will implement training and oversight of an increasingly networked, interactive and collaborative environment in which students are provided support anytime and anywhere, not just remediation or skill-set development. The Associate Director will work to meet the needs of the Kean University community and uphold the NTLC mission that ensures equity, access and academic excellence through data-driven decision-making and practice. These include changes in how student learning is acquired, delivered, consumed, shared and reconstituted among Kean University students, faculty and staff for educational, research and professional development purposes.



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The Associate Director directs day-to-day activities for the Writing Center; assists in the development of training materials and procedures; collaborates with other NTLC personnel; and completes related tasks as requested or assigned. The Associate Director manages training for and the evaluation of assigned personnel, including the use of data-driven assessment and hiring.

This position requires a flexible schedule, including evening and weekend hours. Work schedule is assigned according to shifts/rotations to cover 24/7 facility and service operations that may vary by academic and calendar year.

Operations management includes the Kean USA campus in Union, New Jersey, as well as other programs at Kean Ocean and Kean Skylands, and working collaboratively with our additional location Wenzhou-Kean University, in China. This position requires occasional travel to and assignments of work at other locations.

Qualifications: Master's degree in English, Writing, Education or a related field from an accredited college and two years of professional experience in an educational and/or learning commons setting with advanced understanding of digital and face-to-face delivery of services and best practices to support students and student engagement is required. Preferred qualifications include: a Ph.D. in English, Writing, Education or a related field; specialty in Education, Instructional Design or student learning support pedagogy; and prior experience in the delivery and/or direction of writing. Candidate must have an understanding of the importance of technology in student learning support; working knowledge of software and training program capabilities; and experience with online learning management systems and social media. Excellent oral and written communication skills are essential.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.



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Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Additional Information

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

Diversity & Non-Discrimination Statement

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

EEO/AA Statement



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Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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