

Associate Director University Writing
Auburn University

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Posted Sep. 4, 2024, set to expire Jan. 17, 2025

Job Title	Associate Director University Writing
Department	Office of University Writing
Institution	Auburn University Auburn, Alabama
Date Posted	Sep. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Creative or Technical Writing
Job Website	https://www.auemployment.com/postings/48497

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Job Description

Auburn University seeks a non-tenure track faculty administrator to serve as Associate Director of University Writing. This is a 12-month non-tenurable faculty position with competitive salary and benefits based on education and experience.

This position reports to the Director of University Writing. University Writing was established in 2010 under the Office of the Provost to coordinate the university-wide initiative to improve writing and writing instruction at Auburn. Programs and services include writing-focused faculty development, the Miller Writing Center (MWC), and graduate support services. A member of the University Writing administrative team, the Associate Director plays a crucial role in directing the MWC, including consultant professional development and center operations.

- Recruit and hire new peer consultants each spring semester in collaboration with a committee of current peer consultants.
- Train new consultants by designing weekly professional development lessons and providing

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feedback on assignments at regular intervals.

- Supervise approximately thirty undergraduate peer consultants: form personal relationships with each employee, communicate formative feedback through observation reports, address performance concerns, provide guidance on workplace challenges, and support their creation of ePortfolios.
- Work closely with a team of undergraduate lead consultants to design and implement weekly professional development lessons centering on timely, practical topics.
- Supervise the program administrator who oversees writing center logistics and data, cooperating to set goals and check progress, as well as conducting annual performance reviews.
- Collaborate with University Writing coworkers as needed to ensure success in the writing center, faculty development, graduate programs, marketing, and office operations.
- Forge strong relationships with key writing center partners, especially with leaders of Academic Support, the University Libraries, and Career Discovery & Success.
- Represent Auburn University in relevant professional organizations, especially the Southeastern Writing Center Association and the International Writing Centers Association.
- Help peer consultants to participate in the wider field of writing center studies by inviting them to co-present at conferences and to join research projects.

Contact Information

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

Contact