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**Education Program Coordinator/Assistant Director – University of Kansas**

The KU Writing Center offers programs and services to students, faculty and staff across writing levels and disciplines. At the University of Kansas, writing consultation is offered by trained graduate and undergraduates across multiple campus locations. The Writing Center collaborates university-wide with Graduate Studies, the KU Libraries, academic schools, colleges, and departments, and with student support services on the Lawrence and Edwards campuses. In addition to individual writing consultations, the KU Writing Center offers writing groups, writing workshops, Writing Fellows in the classroom, and special writing events, such as late nights, research/write-ins, and thesis/dissertation retreats.

**Job Description**

The Assistant Director has primary responsibility for the coordination and implementation of writing consulting services, supervising and mentoring student writing consultants, and managing student employee payroll. The Assistant Director reports to the Associate Director of the KU Writing Center.

50% - Manages writing consulting services, including the recruitment, hiring, training, mentoring, and continuing professional development of 30-40 undergraduate and graduate student writing consultants during fall, spring, and summer sessions. Coordinates Writing Center schedule and appointment system, including maintaining and troubleshooting WCOnline. Occasional evening and weekend hours may be required.

20% - Administer and expand the Writing Fellows program.

10% - Assists the Associate Director and Graduate Writing Specialist in developing and performing outreach activities, including class visits, workshops, the Thesis/Dissertation Accelerator, information fairs, and consultations with students and faculty.

10% - Engages in ongoing assessment of student needs, including the development and implementation of Writing Center programs to meet identified needs, and the assessment of program outcomes with a view towards continual improvement.

5% - Offers writing consultations to undergraduate and graduate students as needed.

5% - Serves on committees within Undergraduate Studies and other units, when such service supports the mission of the Writing Center.

**Required Qualifications**

1. Master’s degree in English, Rhetoric, TESOL, or related discipline.
2. A minimum of two years’ experience in a student writing center setting in higher education.
3. Excellent written communication skills as demonstrated by application materials.
4. Attention to detail and ability to prioritize and manage multiple tasks as demonstrated through materials and work history.
5. Demonstrated interpersonal skills in working with diverse students, faculty, and staff.

**Preferred Qualifications**

1. PhD in English, Rhetoric, TESOL, or related discipline.
2. Experience teaching writing, composition, TESOL, or other relevant courses.
3. Familiarity with writing center scholarship and professional conferences.
4. Administrative experience in personnel supervision, including the training and evaluation of undergraduate and graduate students.
5. Excellent oral communication skills.
6. Experience working with WCOnline or other appointment scheduling programs.

**Contact Information to Candidates:**

Dr. Brianna Hyslop

behyslop@ku.edu

785-864-2399

**Advertised Salary Range**: $43,000 - $45,000

**Additional Candidate Instruction**

Please include a resume and a cover letter addressing how you meet the required qualifications, and the names and contact information to three references with your online application.

**First review of applications is Tuesday, February 6th and will continue until a qualified group of applicants is assembled.**

**To apply:** <http://employment.ku.edu/staff/10732BR>

KU is an EO/AAE. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, national origin, disability, genetic information or protected Veteran status.