Position Announcement: Assistant Director, University Writing Center

The University Writing Center invites applications for the position of Assistant Director for the 2021–2022 academic year.

Position Description
Responsibilities of the Assistant Director include tutoring writing; assisting with presentations, workshops, and staff orientation; coordinating print media distribution; responding to emails; and updating the Center’s online schedule and staff website. Applicants are encouraged to bring their own initiatives as project ideas are welcome. The Assistant Director works 15 hours per week and currently earns a stipend of $17,000. Tuition remission is not included.

Desired Qualifications
The ideal applicant will have experience working in the University Writing Center and teaching first-year writing (UCOR 101 and/or UCOR 102). An interest in composition and/or writing center pedagogy as well as administrative work is desirable.

Benefits of Position
The AD position provides valuable pedagogical and administrative experience that helps graduate students become better writers and writing teachers and prepares them for the academic and professional job market. Though consistent access to email is expected, on-campus hours are flexible to allow the AD time to devote to finishing their dissertation (e.g., students can arrange to be off campus several days during the week). The AD has freedom to develop writing workshops on topics of their choosing that can serve as presentations or teaching demonstrations when on the job market.

Who May Apply
Graduate students without other funding may apply. Priority will be given to fifth-year students, though if the position is not filled by a fifth-year student, applications from students in their sixth year and above will be considered.

To Apply
Please submit to Dr. Jim Purdy a current CV, a brief statement of interest in and your goals and ideas/initiatives for the position (1–2 pages), and contact information (including email and phone) for two references. Applications are due by Wednesday, March 30, 2021. Completed applications may be emailed to Dr. Purdy at purdyj@duq.edu or dropped off in hard copy to his mailbox in 637 College Hall. (If you submit hard copy, please send an email notification to that effect.) Thank you!