



Writing Center Director

Position Summary:

The position of Writing Center Director provides all undergraduate and graduate students on the residential, nonresidential and online campuses with the following virtual and in-person services: writing consultations, proofreading, drop-in help desk, and programming. Additionally, the Writing Center Director provides writing services and programming for faculty and staff. Finally, the Director creates social media/email messaging specialized workshops, Praxis tutoring, and presentations for students, faculty, and staff.

Primary/Essential Job Duties:

- Oversees the services and programming of the Writing Center (WC) for the residential, nonresidential, and online campuses for undergraduate and graduate students.
- Hires and trains WC consultants on:
 - APA, MLA, Chicago Style writing format
 - Proofreading protocols
 - Virtual help desk protocols
 - Writing consultations done in-person and on Zoom
 - Programming events
- Hires and supervises Writing Center consultants: 6-8 (Crete campus) and 2-3 (Non Res campuses)
- Manages KRONOS payroll for WC consultants
- Oversees promotional marketing of WC programming via:
 - WC web pages
 - Emails
 - Social media--Facebook, Twitter, and Instagram
 - TV monitors (library on Crete campus/foyer of Fred Brown Building on Lincoln campus)
 - ASC Newsletter
- Provides special programming for faculty/staff/students
 - PRAXIS Writing core assistance
 - Classroom presentations on all aspects of writing
 - Online programming events
 - Write Out Loud collaborations
- Monitors the virtual services and programming:
 - virtual help desk for Non Res campuses
 - virtual help desk for Crete campus
 - emails sent to writingcenter@doane.edu
 - online scheduling for appointments/calendly.com
 - Zoom programming

Education/Training Required for Position:

- Master degree with 3-5 years of supervisory experience

Qualifications/Skills/Abilities Required for Position:

- Master's degree in English or related field preferred with 3-5 years working in a management role.
- Excellent interpersonal skills and the ability to work with a variety of constituencies inside and outside the university
- Time management skills and the ability to manage a staffing schedule.

Supervisory Responsibilities

- Hiring and training of a maximum of ten writing consultants from both the residential and nonresidential campuses.
 - The nonresidential writing consultants should have experience in Master's level writing in order to proofread and hold writing consultations at that level.
 - The Writing Center Director trains hired writing consultants in the following protocols: APA (current edition), proofreading techniques, manning the virtual drop-in help desk, conducting one-on-one writing consultations, and recording data into the Student Contact log and work time in KRONOS.
 - Writing consultants may also participate in program planning as needed.
- The Writing Director supervises the writing consultants work schedules and KRONOS payroll

Physical/Environmental Requirements:

Sedentary work (exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Primarily exposed to indoor elements