



ANNOUNCEMENT OF POSITION VACANCY

Academic Director, Effective Writing Center School of Undergraduate Studies 12-Month Collegiate Faculty, Full-Time

The University of Maryland University College (UMUC) seeks an Academic Director for its Effective Writing Center (EWC). The new Director will join one of the largest online institutions in the world, serving a global student population. UMUC is one of 11 degree-granting institutions in the University System of Maryland (USM). Working adults, military personnel, and other students around the globe are achieving their academic goals through UMUC's innovative educational options, including online instruction, accelerated academic programs, and classroom-based courses taught during the daytime, evenings, and weekends. Currently, more than 34,000 students attend UMUC nationally, and an additional 35,000 students attend UMUC at on site classes in more than 23 countries throughout the world; about 50,000 students are active duty military, veterans, and their families. In 2009, UMUC had over 196,000 online course enrollments.

The new Academic Director will lead the online Effective Writing Center, a virtual writing center that offers a variety of online writing services and resources to all UMUC students and faculty, including those in the three divisions of Europe, Asia, and the United States. As a mission-critical resource serving undergraduate and graduate students, the EWC fulfills the core mission and vision of UMUC by helping students acquire the writing skills necessary to succeed in their academic and professional careers. The successful candidate will assume the directorship of this established writing center; additionally, the EWC is poised to serve even more students with increased services, using integrated and scalable "writing across the curriculum" and "writing within the disciplines" models. The new Director will have the opportunity to strategically align the EWC with the anticipated growth of enrollments.

Academic appointment will be in the Center for Student Success within the School of Undergraduate Studies, with the successful candidate providing support for undergraduate and graduate departments across the university. Teaching load is one course per year. The successful candidate will report to the Assistant Dean for the Center for Student Success. This is a 12-month faculty administrative appointment.

Responsibilities:

The successful candidate will be responsible for leading and managing all functions and aspects of the EWC, and for helping to develop the strategic role of the EWC within the University. Responsible for managing, expanding, and improving daily operations and activities of the EWC; conducting assessment, improvement, and coordination of EWC resources and services; overseeing and managing content of EWC website; recruiting, managing, and evaluating performance of EWC advisors; supervising Coordinator in all aspects of the asynchronous tutoring database; supervising Senior Advisor in all aspects of the guest lecture program; working with Academic Directors and other key players across university departments and relevant units to provide quality, scalable writing resources and support.



Qualifications:

Requires Masters degree in English, Writing, Rhetoric, Communications or related field; Ph.D. preferred. Requires two years experience teaching writing, preferred online teaching experience; two years experience working in a writing center with supervisory responsibility or two years experience working in a Writing Across the Curriculum (WAC) or Writing in the Disciplines (WID) program with supervisory responsibility; preferred experience working with adult students in higher education settings; excellent communication and interpersonal skills; evidence of capacity to work across departments. Preferred experience includes working in a large, complex university, strong computing skills, including email, data usage, and web development skills, and assessment. This position requires knowledge and experience with writing center practice and theory. Requires established record of writing program administration and a record of teaching excellence. Also required is a commitment to diversity, culturally relevant pedagogies, and innovative and effective teaching.

Candidates should have knowledge of Writing Center and composition pedagogy and lead the faculty and staff of the EWC to develop new models that will best serve the UMUC student body. The candidate should also have experience and research interests in online writing pedagogy and experience using a variety of digital media (e.g. video conferencing platforms, audio feedback, Camtasia, Captivate). The ideal candidate will hold a Ph.D. in English, Writing, Rhetoric, Communications or related field with an emphasis in composition studies and/or writing center theory and practice. The successful candidate will have experience working collegially across the University, managing a budget, and overseeing assessment projects. The ideal candidate will also have experience in adult higher education.

This position is available July 1st. Salary will commensurate with experience. **If interested, please submit a cover letter, curriculum vitae, salary history, and list of three professional and/or scholarly references within your application by Friday, March 12th.** Cover letters and information should be addressed to:

Candidate Search – **Academic Director, Effective Writing Center**
University of Maryland University College

UMUC offers an excellent benefits package to include tuition remission, a minimum of 28 days of leave, as well as a range of insurance options.

Please visit www.umuc.edu/facultyrecruit to learn more and to apply.