



Writing Center Director

Recruitment #:	S2439
Review Date:	Immediate review Open until filled
Department:	Library and Academic Innovation
Salary Rate:	\$66,200-70,200

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities, and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education, and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

Position Summary:

The Research and Writing Center is a new and exciting collaborative support model for students producing academic content across the curriculum and at all levels. The **Writing Center Director**, in close collaboration with the Research and Access Librarian, shapes the development of the Research and Writing Center to be an effective learning environment. The director also collaborates with a broader range of campus stakeholders to ensure that the Research and Writing Center is meeting the needs of students and faculty and to ensure that students have a fluid experience across academic support services. Informed by these collaborative relationships, the director provides strategic vision, implementation and assessment plans, and professional development opportunities. In addition to serving the entire undergraduate and graduate student population, the Writing Center provides programs that specifically address the writing needs of international students and Spanish-speaking students.

[Click here](#) for the complete position description which includes knowledge areas and more detailed qualifications.

Required Qualifications:

- Master’s degree in a relevant field such as Composition or Rhetoric combined with progressive experience working in a writing center
- A combination of experiences working in a learning center that would prepare a person to manage all Writing Center operations, including planning initiatives, assessing services, and supervising, training, and mentoring Writing Center staff
- At least 2 years of progressively more responsible experience working in a learning center, preferably a writing center .
- Experience teaching or tutoring writing as it occurs in various fields of academic study
- Demonstrated commitment to diversity, equity and inclusion in writing center practices
- Demonstrated leadership and supervisory skills to manage a team of writing tutors and employees
- Experience in writing center administration

Preferred Qualifications:

- Bilingual in English and Spanish
- Experience managing a budget

- Knowledge of conceptual frameworks to advance DEI

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses your qualifications for the position and your philosophical approach to providing writing center services.
3. Resume
4. Diversity Statement: Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment\[at\]wou.edu](mailto:employment[at]wou.edu) and we will work with you to meet your accessibility needs.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.