



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Writing Center Director	3/13/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Unclassified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Exempt
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
1.0	
Department/Division	Work Location
Library and Academic Innovation	Monmouth Campus
Reports to	Reports Position Number
Dean of Library and Academic Innovation	E99786
Incumbent	Position Number
	E99416

SUMMARY
Please provide a brief summary of the position.
<p>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 model conjoins the Writing Center and the library's Research and Access Programs; notable campus stakeholders include the Student Success and Advising Office, the First Year Writing Program, faculty in all disciplines, Library Instruction, Graduate Programs, and the Center for Teaching and Learning. The mission of the Writing Center is to promote the development and success of WOU students as college writers and support faculty who assign writing in their classes. The Writing Center includes one Director, two professional staff members, and approximately 15 student-writing consultants from across the curriculum. 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.</p> <p>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.</p>

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of “% of Time” equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
35%	<p>Leadership</p> <ul style="list-style-type: none"> • In collaboration with the Research and Access Librarian, shapes the development of the Research and Writing Center to be an effective and inclusive learning environment with closely-coordinated services and operations. • Oversees, implements and assesses Writing Center programs; promotes a culture of continuous improvement in Writing Center programming • Develops and coordinates support for writers of all levels (from first-year to graduate), including students from diverse backgrounds with diverse learning needs • Collaborates with Student Success and Advising to ensure students have a fluid and consistent experience across academic support services • Engages in continuous outreach, working with individual faculty, academic departments, and university administration in developing the role of the Writing Center in supporting writing at WOU • Evaluates the effectiveness and impact of the Writing Center by developing ongoing Writing Center assessment and data collection processes 	Essential
35%	<p>Supervision & Staffing</p> <ul style="list-style-type: none"> • Employs inclusive practices to lead a cohesive team of individuals who work across in-person and online modalities • Directly supervises 13 undergraduate and graduate student tutors, 2 Graduate Assistants, 1 professional tutor, 1 student employee office coordinator, and 1 unclassified full time staff member. • Provides training and mentorship to writing center tutors and full time employees 	Essential
10%	<p>Service and Scholarship</p> <ul style="list-style-type: none"> • Serves on university committees, teams, and task forces • Keeps current with the scholarship of writing pedagogical theory and engages in campus conversations about writing across the curriculum (WAC) and writing in the disciplines (WID) • Acquires new skills, competencies, and expertise that support the Writing and Research Center’s mission 	Essential
10%	<p>Faculty Development Support</p> <ul style="list-style-type: none"> • Supports faculty development in partnership with the Center for Teaching and Learning, First Year Writing Coordinator, First Year Seminar Coordinator, and General Education Director • Creates and maintains resources to support writing practice and pedagogy • Develops and delivers workshops and other professional development opportunities to support writing practice and pedagogy • Works with faculty to create effective writing assignments and equitable, efficient, and transparent methods for grading; • Supports university efforts to meet the changing needs and competencies of incoming college students 	Essential

10%	Other duties as assigned by the Dean or as needed to support the University mission, vision, and strategic plan	Incidental
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EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION			
Type of Education	Required	Preferred	Specific field, training or degree
High School Diploma or equivalent (GED)	<input type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor’s degree	<input type="checkbox"/>	<input type="checkbox"/>	
Master’s degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Master’s degree in a relevant field such as Composition or Rhetoric combined with progressive experience working in a writing center
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Doctoral degree in a relevant field such as Composition or Rhetoric, or a related discipline such as Literature with an emphasis in composition or rhetoric
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Experience working in a learning center, preferably a writing center	2 Years	3-5 Years	3-5 years of progressively more responsible experience working in a writing center preferred.
Experience teaching or tutoring writing as it occurs in various fields of academic study	2 Years	3-5 Years	We need a combination of experience that would prepare a person to manage, supervise, train and mentor the Writing Center staff.
Demonstrated leadership and supervisory skills to manage a team of writing tutors and	2 Years	3-5 Years	We need a combination of experience that would

employees			prepare a person to manage, supervise, train and mentor the Writing Center staff.
Experience in writing center administration	0-6 Months	3-5 Years	We need a combination of experience that would prepare a person to manage, supervise, train and mentor the Writing Center staff.
Experience managing a budget	0-6 Months	3-5 Years	We need a combination of experience that would prepare a person to manage, supervise, train and mentor the Writing Center staff.

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Demonstrated commitment to diversity, equity and inclusion in writing center practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of writing pedagogy and best practices in writing instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Outstanding writing skills, with regard to ideas, organization, genre, conventions, research integration, appropriateness, and effectiveness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrated ability to train tutors and provide professional development and mentorship for writing center staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrated ability to collaborate with other departments and individuals, including outreach and advocacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrated experience in program development and assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of conceptual frameworks to advance DEI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Demonstrated ability to plan and implement initiatives, which requires strong organizational and project management skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience teaching writing and writing pedagogy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bilingual in English and Spanish	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	<input type="checkbox"/>	<input type="checkbox"/>	

SUPERVISION			
Check the box next to each supervision level utilized by this position.			
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.		<input type="checkbox"/>
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*		<input type="checkbox"/>
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.		<input type="checkbox"/>
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.		<input type="checkbox"/>
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.		<input checked="" type="checkbox"/>
Level 6	Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.		<input type="checkbox"/>

SUPERVISION CONTINUED

Level 7 The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level.

If Level 3 or above is selected, please list direct reports:

Job Title (i.e. "Student Employee", "Office Specialist 1")	Number of Employees Supervised with this Job Title
English Writing Specialist for Spanish Speakers	1
Graduate Assistant	2
Student employee (Writing Consultant / Office Assistant)	12-13

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

Scope of Decisions Made:	Authority - Unit
Impact of Decision Made:	School/College/Division + University
Autonomy and Discretion:	Independent Work, Overall Direction
Fiscal Authority:	Unit/Department
Fiscal Responsibilities:	Administration/Oversight
Operating Budget (\$):	\$ 46288
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS

Typical Work Functions* (check all that apply) Balancing Carrying Climbing Crawling

<input type="checkbox"/> Crouching/ Stooping <input type="checkbox"/> Feeling/Handling <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Reaching <input type="checkbox"/> Repetitive movement <input checked="" type="checkbox"/> Speaking <input type="checkbox"/> Squatting <input type="checkbox"/> Telephone Use <input type="checkbox"/> Walking/Running	<input type="checkbox"/> Driving <input checked="" type="checkbox"/> Keyboarding/Computer Use <input type="checkbox"/> Pulling/Pushing <input checked="" type="checkbox"/> Regular interaction with customers <input checked="" type="checkbox"/> Sitting <input type="checkbox"/> Specific Work Schedule <input checked="" type="checkbox"/> Standing <input type="checkbox"/> Twisting/Bending <input checked="" type="checkbox"/> Writing
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Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment <input type="checkbox"/> Chemicals <input type="checkbox"/> Darkness/Poor Lighting <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Fire Hazards <input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Animals/Wildlife <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Dust/Fumes <input type="checkbox"/> Explosives <input type="checkbox"/> Heights <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment <input type="checkbox"/> Noise <input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Near-Continuous Use of Video Display <input type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration

Lifting Demands*	Choose an item.
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Choose an item.
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

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. Reference checks will be conducted.

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@wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

Actions Taken
 NBAPBUD/NBAPOSN NBAJOBS PEAFACT Electronically Filed

NOTES: