

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Writing Center**

Job Code: **2251**

Pay Grade: **999**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Ph.D. in Composition and Rhetoric	
Experience	University level teaching/Writing Center work	Writing Center Director
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Writing Center Director provides administrative and pedagogical leadership for the Center's staff. They manage the Assistant Director, administrative assistants, receptionists and tutors. Trains tutors, schedules all staff, hires, fires and supervises. They make all budgetary decisions. They also represent the Center to the University community on all budgeting and policy decisions.

Duties and responsibilities	% Time
Trains tutors.	30
Supervises all employees.	30
Provides pedagogical leadership; sets all Center policies.	10
Makes all hiring decisions; schedules all employees; makes all budgetary decisions.	10
Creates Center's bennial plan, performs all unit assessments, writes Center's annual report.	10
Represents the Center to all University constituencies.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*