

University of Houston – Clear Lake

Position Description

Job Title: **Assistant Director, Writing Center**

Job Code: **2252**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Master's degree in Composition/Rhetoric with specialization in ESL--or closely related degree (degree must be completed no later than 8/06)	Ph.D.
Experience	One year of experience teaching ESL writing at the college level	Writing Center supervision
License/Certification		

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

POSITION SUMMARY

The Assistant Director will coordinate with the Writing Center Director to supervise writing center tutors; the Assistant Director will also provide ESL expertise in the form of mentoring non-native speakers and providing training for tutors and faculty in ESL issues.

Duties and responsibilities	% Time
Works closely with the Center's tutors, monitoring sessions and helping them find information in handbooks and documentation style guides and offering help in areas of difficulty. Coordinates with Director to resolve management problems.	30
Mentors non-native speakers by creating individual tutorial plans for improving their skills in written English and tutoring students as needed.	30
Assists the Director with the tutor training course by conducting sessions on working with non-native speakers for tutor trainees.	10
Assists the Center's Director with monthly staff meetings.	10
Prepares and delivers faculty workshops on teaching writing to non-native speakers.	10
Prepares and presents small group sessions on various writing topics for non-native speakers.	10

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