

**JOB INFORMATION**

Effective Date	10/12/2021
Job Code:	2252
Job Title:	Assistant Director, Writing Center/ESL Specialist
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Administration
Job 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.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Master's Degree	in Composition/Rhetoric with specialization in ESL--or closely related degree (degree must be completed no later than 8/06)	Required	
Doctoral Degree		Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Less than 3 yrs	of experience teaching ESL writing at the college level	Required	
Less than 3 yrs	Writing Center supervision	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

### Essential Functions

Essential Function	% 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%
• 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%
• Mentors non-native speakers by creating individual tutorial plans for improving their skills in written English and tutoring students as needed.	30%
• 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%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	No
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description