

JOB INFORMATION

Effective Date	1/20/2023
Job Code:	2252
Job Title:	Assistant Director, Writing Center
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	M1 - First Level Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Administration
Job Summary	The Assistant Director supports the mission of the UHCL Writing Center by serving as a key member of its leadership team. The Assistant Director collaborates with the professional and administrative staff of the Writing Center to lead and advise writing consultants and supports the daily operations of the center, including but not limited to mentoring, programming, training, professional development, scheduling, assessment, outreach, and recruitment. As such, the incumbent develops, implements, and co-assesses programming, outreach, and recruitment for undergraduate students, graduate students, faculty, staff, and alumni.

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		Required	
Doctoral Degree	Degree in English, Rhetoric, Writing, Education, or related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience in tutoring or teaching. One year experience working in a leadership, administrative, or supervisory role.	Required	
Some	Three years of experience working in a writing or learning center in a postsecondary environment, or as an instructor of record; three years of experience working in a leadership, administrative, or supervisory role.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
<ul style="list-style-type: none"> Demonstrates knowledge of and experience with praxis and assessment in educational contexts—especially as related to writing, rhetoric, and writing centers. 	Proficient
<ul style="list-style-type: none"> Demonstrates skills in MS Office and in learning other technologies, such as PeopleSoft and WCOOnline. 	Proficient
<ul style="list-style-type: none"> Demonstrates strong organizational and prioritization skills to complete tasks within assigned deadlines. 	Skilled
<ul style="list-style-type: none"> Demonstrates excellent interpersonal skills, including dependability and a positive attitude. 	Skilled
<ul style="list-style-type: none"> Ability to communicate clearly and effectively both orally and in writing. 	Skilled
<ul style="list-style-type: none"> Ability to handle difficult circumstances, including frequent interruptions, and situations requiring confidentiality, with tact and grace. 	Skilled
<ul style="list-style-type: none"> Attends consistently to the quality, timeliness, and detail of work completed. 	Skilled
<ul style="list-style-type: none"> Actively seeks work to complete and functions proactively. 	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Assists the Director in management and operations of the UHCL Writing Center, including daily functions, programming, mentoring, training, scheduling, assessment, outreach, and recruitment, including co-supervision of student and part-time hourly staff. 	25%
<ul style="list-style-type: none"> Develops, leads, and co-assesses programming and outreach related to writing services for UHCL students, staff, faculty, and alumni, including workshops, writing groups, and/or individualized consulting sessions. Acts as a graduate, faculty, staff, and alumni ally and co-liaison between the Writing Center and the university communities. 	20%
<ul style="list-style-type: none"> Co-facilitates team-wide professional development and training for working with graduate, faculty, staff, and alumni writers at professional development workshops. 	15%
<ul style="list-style-type: none"> Assists the Writing Center's leadership team with internal and external assessment initiatives. 	15%
<ul style="list-style-type: none"> Conducts regular, individualized writing consultations with student, staff, faculty, and alumni writers. 	10%
<ul style="list-style-type: none"> Maintains an active research agenda in writing studies and/or writing center studies. Attends regional and national conferences. May present at regional and national conferences. 	5%
<ul style="list-style-type: none"> Assists with schedule development and management as well as TRAM/payroll when necessary. 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
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			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

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

Travel Requirements

Estimated Amount	Brief Description