

JOB INFORMATION

Effective Date	10/19/2021
Job Code:	2251
Job Title:	Director, Writing Center
Salary Grade/Structure:	050 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	The Director, Writing Center is responsible for providing administrative and pedagogical leadership for the Center's staff and creating a positive and effective environment to support the Writing Center's mission of making students better writers. Supervises and manages an Assistant Director, an Office Assistant, receptionists, and tutors. Develops, coordinates, and delivers a comprehensive tutor training program for new and continuing tutorial staff. Responsible for representing the Center in the University community on all budgeting and policy decisions. Works with staff to develop a successful vision for high-impact services for students and faculty, assesses student success regarding services and usage, and identifies ways to improve both areas. Serves as the primary liaison between the center and faculty to develop strong relationships while participating in professional communities and organizations to continually advance the center and its vision.

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 English, Linguistics, Composition, Literature, or a related field	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	years of experience in Administration in a Writing Center	Required	
Some	years of experience teaching writing at the college or university level	Required	
Considerable	years of experience in Administration in a Writing Center	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
<ul style="list-style-type: none"> Oversees daily operations of the Writing Center including; professional and student staff supervision and development, departmental budget management, and the development and implementation of operational policies. 	40%
<ul style="list-style-type: none"> Provides pedagogical leadership in the development, coordination, and delivery of a comprehensive tutor-training program. 	15%
<ul style="list-style-type: none"> Works collaboratively with faculty, students, staff, and alumni in developing increased awareness of the Writing Center. Works with the Writing Center staff to create strategic plans regarding the delivery of workshops, seminars, and other events to meet the needs of the UHCL community. Works collaboratively in developing or implementing federal, state, system, and/or institutional projects and initiatives. 	15%
<ul style="list-style-type: none"> Develops and maintains an assessment plan to measure the effectiveness of the Writing Center in meeting departmental, division, and university-wide learning outcomes and goals. 	10%
<ul style="list-style-type: none"> Actively participates in professional development through membership in position-related organizations, conference attendance and delivery of best practice or other research-based presentations. 	10%
<ul style="list-style-type: none"> Utilizes technology to support the development of student writing. 	5%
<ul style="list-style-type: none"> Perform 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						
Walking						
Sitting						
Lifting						
Carrying						

Physical Demands

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