JOB DESCRIPTION

Associate Director, Center for Writing and Rhetoric

Definition of Class
This is a professional position in which the incumbent assists in providing direction for the Center for Writing and Rhetoric and is responsible for course scheduling, teacher training, teacher evaluations and program effectiveness evaluation. The incumbent frequently makes decisions by exercising discretion and independent judgment to plan, coordinate, and manage the operations of the Center for Writing and Rhetoric. This position reports directly to the Director, Center for Writing and Rhetoric.

Examples of Work Performed
Assists the director in hiring, training and supervising instructional staff.

Assesses teaching abilities of instructional staff and selects with appropriate course assignments.

Negotiates needs for sections of courses with available staff.

Evaluates writing testing systems (e.g. IMOAT) using knowledge of writing assessment practices.

Supervises writing assessments, delivers placement advice to students and interprets results.

Creates reports on writing placement and learning outcomes.

Assists with recruitment, training and development.

Creates WAC curriculum and promotes WAC curriculum to faculty.

Evaluates effectiveness of WAC curriculum for QEP goals.

Develops, evaluates and promotes writing curriculum in EN 100, EN 101, EN 102, LIBA 102.

Assists in implementation and management of the e-portfolio system.

May teach a course during the fall and spring semesters.

Serves as Director in his/her absence.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the administration, evaluation, development and scheduling of writing instructional staff.

2. Creates systems for placement of all undergraduate student writers in writing courses.

3. Develops, evaluates and promotes Writing Across the Curriculum.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may occasionally be required to lift up to approximately 25 pounds.

   Vision: Requirements of this job include close vision.

   Speaking/Hearing: Ability to give and receive information through speaking and listening.

   Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to stand; and walk.

Experience/Educational Requirements:

   Education:
   Ph.D. from an accredited four-year college or university, in English, Education, Education Administration, counseling or related field.

   AND

   Experience:
   Two (2) years of experience related to the above described duties.

   Substitution Statement:
   Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev: 04/30/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.