

[Southeastern] State University

ASSOCIATE DIRECTOR OF FIRST-YEAR WRITING POSITION DESCRIPTION

PRIME FUNCTION: In consultation with the Writing Initiative Director and the Writing Initiative's Administrative Assistant, supervises the day-to-day administration of First-Year Writing.

ADMINISTRATIVE RESPONSIBILITIES:

- Provides leadership in the ongoing development, administration, promotion, and improvement of First-Year Writing such as coordinating the Brown-Bag Lecture Series;
- Coordinates day-to-day operation of First-Year Writing such as ordering WRIT 111 textbooks; disseminates WRIT 111 curriculum; supervises WRIT 111, ABC WRIT 111, WRIT 110, and WRIT 100 course and pedagogy group scheduling; observes WRIT 111, ABC 111, 110, and 100 teachers and assesses Student Course Evaluations (with Instructors of Record);
- Serves as liaison to the Faculty Masters in the support and planning of ABC WRIT 111 as well as designs and supports the ABC WRIT 111 curriculum and faculty;
- Works with the Director of FYW on program assessment;
- Supports summer new instructor orientation and, if needed, provides abbreviated pre-service orientation for new spring instructors;
- Coordinates and oversees WRIT 111, ABC WRIT 111, WRIT 110, and WRIT 100 enrollment, as needed;
- Arbitrates grade disputes and plagiarism cases;
- Prepares annual reports for areas of assignment and collaborates with WI faculty and The Director of the Writing Initiative and First-Year Writing on special projects;
- In collaboration with the Director of the Writing Center, provides office coverage for Writing Initiative hours of operation;
- Contributes to the greater mission of the Writing Initiative by supporting a limited number of special projects (ie: develops instructional policies and resources, designs Writing Initiative bulletin board, oversees publication of Binghamton Writes, collaborates with Director of FYW on textbook decisions and generation of custom texts);
- Serves as FYW representative on appropriate campus committees and at appropriate campus functions such as First-Year Student Orientations;
- Develops new campus writing initiatives (such as the creation of themed-ABC courses, Lesson Share Brown-Bag, Certificate in College Teaching—Composition, etc.);
- Serves as liaison to university programs (ie: Discovery, Student Support Services, Educational Opportunity Program, English as a Second Language, TRIO) in an effort to foster community and effectively provide services to Binghamton students;
- Pursues professional development opportunities and stays current in the fields of Writing Studies and Writing Program Administration;

COURSE LOAD RESPONSIBILITIES:

- Teaches the equivalent of two full-credit courses per academic year related to the Writing Initiative's mission;
- Leads two WRIT 111 pedagogy groups per academic year, serves as IOR, and contributes to pre-semester orientations.

