

Appendix B - Writing Center (WC) Director Position Description

- Responsibility for oversight of the WC budget in collaboration with MLC Director and Library Director
 - Monitoring spending for student employees and/or tutors
 - Planning, development and management of the WC operational budget.
 - Involvement in maintaining and developing both University and external funding
- Provide and preserve a sense of direction for the Center (in consultation with CST, MLC, CLS Dean, CST chair, and the Library Director)
- Recruiting, selecting, training, mentoring, scheduling, and evaluating student tutors.
 - includes soliciting and reading applications, interviewing applicants, and contacting references. Applicants come from a wider range of majors the call is posted on the Writing Center website and announced in the Campus Connection
 - Teach the 1-credit course Tutor Training/Practicum - (Eng 299: Writing Tutor Practicum) that is required of Writing Center Tutors
- Coordinate with other tutoring services offered by programs/departments and student service units on campus
 - Serve on the MLC Advisory Committee
 - Meet with the Library Director, the MLC Director, the PSC Director at least once per semester
- Maintain communication and coordination with faculty and staff across campus
 - Coordinate publicity for the WC including announcements, classroom visits and events (such as a Magnetic Poetry Slam at Hoeschler Tower and a hot cocoa give-away at Murphy Library).
- Provide special instruction as needed
 - (E.g., the Writing Center provides annual special workshops for the Eagle Mentoring Program, offering guidance on source integration, academic writing styles, and documentation styles.
- Manage of Online Appointment Booking Software (Bookeo)
 - The Writing Center director must input tutor and center hours of availability, including special schedules during finals and summer sessions, as well as adapt the software to gather information about clients and appointments (such as identifying ESL/International clients and tracking complete appointments and no-shows).
- Create and maintain an environment conducive to learning
 - Identify/create instructional resources for tutors and students - support an instructional resources website.
- Collect, analyze, and report data for program evaluation and improvement.
- Support a learning and tutoring environment to enhance student success.
 - help identify and remove barriers for student success
- Provide outreach to at-risk and other student populations.
- Pursue innovation in WC services, initiatives, and programming (such as those indicated below)
 - *Expanding Online Tutoring*—by exploring the possibility of using D2L Online Rooms and social media;
 - *Tutor Certification*—getting tutors accredited through the program;
 - *Writing Fellows*—hiring and training specialized, disciplinary tutors to support students in Writing-in-the-Major programs and Writing Emphasis courses;
 - *Writing Seminars*—offering tutor-led seminars on writing issues for students campus-wide;
 - *Online Learning Modules*—developing online learning modules and improving web resources.
- Continue professional growth through appropriate reading, and participation in professional organizations and workshops.