

# UNIVERSITY *of* NORTH CAROLINA

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# PEMBROKE

## Assistant Professor of English and Director of Writing Center

The University of North Carolina at Pembroke invites applications for a University Writing Center Director, a 9-month tenure track faculty position with the possibility of summer work. Appointment to begin August 2020. The Director will have a 2/2 teaching load, including teaching the writing center theory and pedagogy class and first-year writing. The ideal candidate will have a Ph.D. in Rhetoric and Composition (or a closely related field) at time of appointment, experience in writing pedagogy and writing center theory, evidence of successful teaching at the college level, a record of ongoing scholarly engagement, strong commitment to university service, and the ability to work effectively with multiple constituencies. Preference will be given to candidates with experience coordinating or directing a writing center and training student writing consultants.

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The Writing Center Director's primary responsibilities include:

- developing and coordinating support for writers of all levels (from first-year to advanced), including students from diverse backgrounds with diverse learning needs;
- recruiting, hiring, training, and supervising undergraduate writing tutors;
- supervising day-to-day operations of the Writing Center, including scheduling, payroll, and budgeting;
- engaging with individual faculty, academic departments, and university administration in developing the role of the Writing Center in supporting writing at UNCP;
- evaluating the effectiveness and impact of the Writing Center by developing ongoing Writing Center assessment and data collection processes;
- overseeing the Writing Center website and other strategic marketing efforts; and
- creating and maintaining student and faculty resources to support writing practice and pedagogy.

All applicants must apply online via the UNC Pembroke Online Employment System at <https://jobs.uncp.edu>. Please attach:

- 1) A cover letter
- 2) A current CV
- 3) Copies of unofficial academic transcripts (official transcripts will be requested of finalists)
- 4) Contact information for three professional references

Review of applications will begin immediately and will continue until the position is filled; incomplete applications will not be considered.

This position is subject to the successful completion of an employment background check. An employment background check includes a criminal background check, employment verification, reference checks, license verification (if applicable) and credit history check (if applicable).

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

New employees are paid only by direct deposit to the financial institution of their choice. Candidates claiming Veterans Preference must attach a copy of their DD-214 as a part of the online application process.

UNC Pembroke is an Equal Opportunity Employer. The University prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibits discrimination against all individuals based on their age, race, color, genetic information, religion, sex, sexual orientation, gender identity or national origin. UNC Pembroke is a VEVRAA Federal Contractor and seeks priority referrals of protected veterans for our openings.