Position Description

The Program Assistant provides support for the Office of University Writing (OUW) at Auburn University. The OUW is a campus-wide administrative unit that supports student writing, broadly defined to include all forms of communication in every discipline. The OUW is home to both the Miller Writing Center and the ePortfolio Project.

Responsibilities:
Responsibilities will include some combination of the tasks below:

- Deliver presentations, facilitate workshops, and coordinate programs for students and faculty, including the WoW Wednesdays Workshop Series, ePortfolio Student Workshop Series, WriteFest Thesis and Dissertation Intensive Writing Program, ePortfolio Open Studio, and Graduate Writing Partners Program.
- Develop materials to support writing instruction (handouts, worksheets, videos, web content, etc.)
- Assist with Miller Writing Center administrative responsibilities (training, hiring, scheduling, tracking, etc.)
- Provide ePortfolio technical support to students and faculty who use Wix, Weebly, or WordPress
- Assist with grant applications, publication projects, outreach activities, assessment, and awards
- Collaborate with others in the office to develop new projects and/or continue existing projects

Qualifications

The ideal candidate will have interests in education, academic support, faculty development, writing instruction, writing in the disciplines, writing center administration, or linguistic diversity. Teaching, tutoring, or facilitation experience is strongly preferred. The successful candidate should have excellent writing, organizational, and time management skills. They must be able to work within deadlines, manage multiple projects, collaborate effectively with others, and work independently.

Candidates must be:

- Auburn University graduate students in good standing with at least one year remaining before their expected graduation date
- Able to clearly articulate how this position directly relates to their academic program or long-term career goals

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Expectations and Compensation

**Time Commitment:** This is a one year (12 month), 20 hour/week position beginning May 2020. Most work will occur during regular business hours. However, some evening and weekend hours may be required.

**Compensation:** Pay is $18,720 per year, paid on a monthly schedule, and includes a full tuition remission.

Application

Send the following materials to Heather Stuart at hstuart@auburn.edu:

- Letter of interest that clearly outlines how prior experiences, academic program, or long-term career goals align with this position
- Resume/CV
- Contact information for two professional references
- Professional ePortfolio or PDF portfolio that includes artifacts and reflective contextualization
  - Drafts or partial portfolios are appropriate
  - Artifacts might include work samples, teaching materials, class assignments, etc.
  - For resources, examples, or information about the key parts of a portfolio, visit www.auburn.edu/eportfolios

Deadline

**To be considered for this position, all application materials must be submitted by March 15.** Select candidates will be invited for interviews in early April.

Contact Information

Heather Stuart, Senior Program Administrator
Office of University Writing/Office of the Provost
hstuart@auburn.edu | 334.844.7413 | www.auburn.edu/writing