Assistantship Title: Program Assistant to the Miller Writing Center


Office/Department: Office of University Writing / Office of the Provost
Primary Supervisor: Dr. James Truman, Assistant Director of University Writing, Director of the Miller Writing Center
Contact Email: trumajc@auburn.edu
Contact Phone: (334) 844-7476
Office Website: http://www.auburn.edu/writingcenter

Length of Assistantship: This is a one year (12 month), 20 hour/week position. Pay is $18.00 per hour, paid on a biweekly schedule, and includes a tuition remission. Preferred start date is the day before the summer semester begins. Renewal is possible.

Position Description

The Program Assistant to the Miller Writing Center provides support for the Miller Writing Center and gains significant leadership and administrative experience. We are especially interested in those with long-term career interests in writing center pedagogy and administration, writing program administration, diversity programs, higher education administration, teaching, and/or faculty development, as well as applicants with prior writing center (or other) tutoring experience.

The successful candidate should have strong writing and time management skills. Must be able to work within deadlines, manage multiple assignments, collaborate effectively with others, and work independently.

Responsibilities

- Participate in planning, implementing, and leading MWC training and ongoing staff development (possibly including diversity, accessibility, multilingual, and/or cross-disciplinary programs).
- Develop and manage significant elements of MWC professional development, including the MWC Canvas page and weekly professional development meetings.
- Develop and lead workshops (both in-class and free-standing) and other MWC programming (like WriteFest BootCamp).
- Assist in building and maintaining MWC schedules in WC Online throughout the academic year.
- Support and participate in hiring new writing consultants in the fall and spring semesters.
- Assist in the ongoing supervision of Lead Consultants and MWC staff.
- Assist in developing, revising, and maintaining web-based and print resources for the MWC.

Application

Send the following information to Dr. James Truman at trumajc@auburn.edu:

- Letter of interest
- Resume/CV
- Contact information for at least two professional references

Deadline: This position is open until filled. Review of applications begins March 15 and continues until the position is full (when position is not continuing from the previous year).