Office of University Writing  
Program Assistantship

Assistantship Title: Program Assistantship to the Office of University Writing

School/Program Preference: English, Communication/Journalism, Education, Education & Technology, Higher Education (with a Pedagogical interest), ESL, or others with related interests/experience/skills

Office/Department: Office of University Writing/ Provost Office  
Contact Name: Dr. Margaret J. Marshall, Director of University Writing  
Contact Email: mmarshall@auburn.edu  
Contact Phone: (334) 844-7475  
Office Website: www.auburn.edu/writing

Length of Assistantship: One year, beginning in the summer. This is a 12 month, .5 (20 hours/week) position. The stipend for this year is $25,000, paid on a monthly schedule, and includes a full tuition remission. Renewal is possible so not filled every year.

Position Description

The Program Assistant to the Office of University Writing provides support for the many projects and activities of the writing initiative. We are especially interested in those with long-term career interests in higher education, writing program administration, teaching and faculty development. Teaching experience preferred.

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

Responsibilities may include:
1. Assist with the mission of the Office of University Writing (OUW), enhancing the culture of writing and writing instruction at Auburn University by participating in projects that support faculty and students; assist in promoting and celebrating writing in all its forms; contribute to research, assessment, and outreach activities
2. Work with others to develop and implement appropriate workshops and events
3. Create content for the OUW website, especially faculty resources
4. Collaborate with others in the OUW to develop new projects and/or continue existing projects
5. Assist with grant applications, publication projects, outreach activities, assessment, and contests

To APPLY: Send letter of interest and c.v. with contact information for at least two professional references to auburnwrites@auburn.edu. Position opened until filled. Review of applications begins March 15 WHEN POSITION IS NOT CONTINUING FROM PREVIOUS YEAR.