



JOB DESCRIPTION

TITLE: Director of English Composition (Search Reopened)

COLLEGE/SCHOOL/DEPT: College of Arts and Sciences **DATE PREPARED:** September 25, 2018

REPORTS TO: Chair, Literatures and Languages **FLSA:** Exempt – 10.5 Month Faculty Contract

POSITION SUMMARY:

This position has primary responsibility for designing, implementing, and assessing curriculum for pre-college and first-year writing programs, including training and supervising writing instructors. The position is under the direction of the Literatures and Languages Department Chair.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and others; learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion, and in compliance with FERPA regulations.
4. Designs, implements, and assesses innovative, research-based pre-college and first-year writing and reading curriculum with sensitivity to first-generation college students and Generation 1.5 language learners.
5. Hires, trains, and supervises writing instructors in coordination with the English Department Chair.
6. Teaches composition pedagogy at the undergraduate and graduate levels for future writing instructors.
7. Oversees and coordinates English placement strategies in coordination with the Admissions and Testing Departments. Supervises placement test readers. Evaluates and makes recommendations on current and potential placement strategies.
8. Collaborates with the Writing Center to prepare tutors on composition curriculum design and expectations. Assists in training and selecting tutors to work as Teaching Assistants for HU Academy, co-requisite, or other embedded tutoring opportunities in composition courses.
9. Leads the HU summer English Academy. Hires, trains, and supervises HU Academy Teaching Assistants. Prepares and negotiates grant and institutional budgets for pre-college programs.
10. Prepares and oversees marketing materials for pre-college and first-year writing programs.

11. Participates in various University committees, especially those that relate to the primary responsibilities of this position.
12. Collaborates with Financial Aid, Admissions, Advising, Registrar, and other departments to stay current with policies and procedures that shape the matriculation of incoming students.
13. Meets with students individually; responds to questions or concerns of students; and follows up with students as needed about composition programs and requirements.
14. Prepares and maintains reports, records, and files related to pre-college and first-year writing program outcomes.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ph.D. or other terminal degree in English or related discipline with a specialization in Composition, Composition Pedagogy, Writing Theory, Rhetoric and Composition, or a similar field preferred.
2. Experience and/or training to teach a range of writing courses at various levels including pre-college writing and reading.
3. Experience and expertise in instructional strategies for English language learners and first-generation college students.
4. Relevant experience in training and supervising writing instructors and teaching future writing teachers.
5. Excellent written, verbal, and interpersonal communication skills.

APPLICATION INFORMATION AND DEADLINE:

Applications should include the following:

- Cover Letter
- CV
- Transcripts (copies acceptable for initial screening)
- List of References (names, addresses, & phone numbers of 3-5 current professional references).

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email materials to Humanresources@heritage.edu or mail to Heritage University, Office of Human Resources, 3240 Fort Road Toppenish, WA 98948.