



## Assistant Director of The Writing Center

The Pitzer Writing Center is seeking an Assistant Director to help lead the Pitzer Writing Center, a popular academic resource with a diverse and engaged team of peer tutors and a tenured faculty director. The Assistant Director manages the daily operations of the College's Writing Center staff, space and budget, and coordinates communications, workshops, activities and liaison work with the campus community. The Assistant Director contributes intellectual leadership to the center by helping oversee its co-curricular peer tutor education program for a team of roughly 25-30 Writing Center Fellows.

In addition to offering several hours of professional tutoring in writing per week, the Assistant Director helps develop collaborations and resources around writing and its instruction for the broader campus community with a particular emphasis on an area of expertise. Examples of desired expertise include fellowship advising, writing-across-the-curriculum, writing-in-the-disciplines, information literacy, or inclusive pedagogies for multilingual writers, first-generation college students or students with learning differences.

Other Opportunities: Pending approval and budget, the Assistant Director may attend an annual conference requiring travel to support professional development that enriches teaching and learning in the Pitzer Writing Center. This position involves teaching and mentoring in the co-curriculum and may include limited opportunities to teach in the curriculum, particularly during periods when the Director is absent.

The ideal candidate is a skillful and creative administrator with an interest in program-building that enhances teaching and learning around writing and who possesses a record of success in teaching, tutoring, or mentoring undergraduates.

### **The Writing Center**

In support of Pitzer College's mission and educational objectives in social justice, social responsibility, interdisciplinarity, and intercultural learning, the Writing Center fosters inquiry about writing across the curriculum through individual consultations, collaborations, peer tutor education, and resources on writing and its instruction. The meaningful participation of peer tutors in center governance and program design is core value.

You can learn more about our The Writing Center and staff by visiting us online at <https://www.pitzer.edu/writing-center/> and our employment benefits at <https://www.pitzer.edu/human-resources/benefits/>.

*Note: this is a summary of the essential functions and requirements for the position; a detailed description is available at the hyperlink listed below.*

### **REQUIREMENTS**

Education: Must have a master's degree from an accredited institution, or the equivalent in work experience and education. A doctoral or other terminal degree is preferred.

Experience: Must have at least three years of experience teaching, tutoring, or mentoring college-level students or the equivalent combination of education and experience. Experience working in a writing or academic support center or teaching academic writing is strongly preferred.

Licenses/Certifications: Must have a valid driver's license and a driving record acceptable to the College's insurer.

## COMPENSATION

Pay Rate: The monthly rate is commensurate with qualifications plus excellent benefits. The pay range will be available to interviewed applicants by request to the Office of Human Resources. Benefits can be viewed at <http://www.pitzer.edu/human-resources/benefits/>.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. *Note: Restrictions or service requirements apply.* Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at [HR@pitzer.edu](mailto:HR@pitzer.edu) if you have questions.

## TO APPLY:

Priority Deadline: Applications received by September 20, 2019 will be included in the initial screening.

Employment Start: Ideally this position will start by mid-January 2020 or sooner.

Instructions: Please visit <https://www.pitzer.edu/human-resources/staff-jobs/> to be directed to an online Box folder to view the full job description, download the **Staff Employment Application Form** (required) and **Applicant Information Form** (optional). Submit the forms with the following documents:

1. Cover Letter: Describe your qualifications for and interest in the position.
2. Resume or C.V.: Provide relevant experience with dates.

Note: Applicants under consideration may be asked to provide evidence of teaching, tutoring and/or mentoring effectiveness. Applicants selected for interview will be asked to provide three (3) professional references.

**SUBMIT ALL MATERIALS TO:** [StaffJobs@pitzer.edu](mailto:StaffJobs@pitzer.edu)

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.

[www.pitzer.edu](http://www.pitzer.edu) | StaffJobs

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