

Writing Center Director

The Writing Center Director (WCD) serves students, faculty, and courses within the disciplines and across the curriculum at SUU. Duties include teaching three courses per academic semester, initiating faculty development programs to improve writing pedagogy, establishing and assessing Writing Across the Curriculum outcomes, and serving on undergraduate and graduate committees to represent writing programs and ensure writing outcomes are being met.

The WCD has primary responsibility for managing the daily operations of the Writing Center, including scheduling all aspects of Center instruction as well as supervising and mentoring writing tutors. The Director also assists in the professional development of student writing tutors and in writing center assessment and instructional design.

The Writing Center Director

- teaches three courses per academic semester,
- works to develop a place for creating a culture of writing at SUU,
- works with all facets of writing instruction at SUU to facilitate delivery, assessment, and effective use of writing resources,
- promotes writing across the curriculum and within disciplines of study,
- consults with inter-disciplinary faculty and provides assistance with teaching writing in the curriculum,
- designs and conducts workshops and faculty consultations on the teaching of writing,
- manages daily operations of the writing center including schedules and budgets,
- recruits, educates, and manages graduate and undergraduate writing tutors,
- hires, supervises, and trains student tutors,
- teaches tutor practicum class for writing tutors,
- stays current with innovations in the field of writing center studies,
- supervises undergraduate research in writing center and peer tutoring studies,
- conducts writing center program assessment, and
- oversees the development and implementation of policy in the Writing Center Tutor Handbook.