

**Title:** Quality Enhancement Plan (QEP) Director

**Department:** English Composition

**Division:** Academic Affairs

**Job Open Date:** January 18, 2012

**Job End Date:** Until Position is Filled

**Salary Range:** \$40,000- \$50,000

**Hours:** 40(Some extended hours maybe required)

**Position Type:** Full Time

**Position Schedule:** TBD

**Months:** 12

**Description**

- Oversee all aspects of the QEP including SACS compliance; implementing the QEP initiatives and objectives; collaborating with the Office of Public Relations to market the QEP; providing leadership for the QEP Steering Committee, the QEP Advisory Committee, and the QEP AD HOC Committee; conducting the necessary and applicable research related to the QEP; and facilitating the required testing tools identified with the QEP, assessing the results, and disseminating the results to the appropriate individuals
- Collaborate with the Writing Center personnel in providing the training of faculty to fulfill the goals and objectives of the QEP
- Teach at least six (6) hours of English courses per semester
- Provide services to the Office of the Executive Vice President/Academic Dean, the College, and the Community as applicable; Engage in research and other professional programs/activities

**Qualifications**

- The Master's degree in English or the Master's degree with a minimum of 18 graduate credit hours in English
- A minimum of three years of experience teaching courses in English, especially composition; knowledge of and the ability to use a variety of teaching strategies and methodologies for the improvement of students' writing skills
- Evidence of knowledge and experience in constructing and implementing a writing focused QEP

**Preferred:**

- The Ph.D. degree in English. A minimum of three of experience teaching courses in English, especially composition in higher education; Knowledge of and ability to use a variety of teaching strategies and methodologies to improve students' writing skills.
- Evidence of knowledge and experience in constructing and implementing a writing focused QEP

**To Apply**

Submit the Voorhees College Application for Employment, letter of application, vitae/resume, transcripts, and two letters of reference to: **Director of Human Resources, Voorhees College, Post Office Box 678, Denmark, South Carolina 29042-0678.**