

**Title:** Writing Center Coordinator

**Department:** English Composition

**Division:** Academic Affairs

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

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

**Salary Range:** \$30,000 – \$35, 000

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

**Position Type:** Full Time

**Position Schedule:** TBD

**Months:** 12

**Duties and Responsibilities:**

- Assist with the selection and training of the Writing Center’s faculty and student tutors and serve as supervisor and manager of the Writing Center
- Facilitate the availability of educational materials for the Writing Center
- Ensure the availability of services in the Writing Center as required
- Work collaboratively with other units of the College as necessary
- Participate in scholarly and professional development programs and activities

**Qualifications**

- The master’s degree in English or a master’s degree with at least 18 graduate hours in English.
- A minimum of three years of administrative experience and/or tutoring in English in a writing center
- Knowledge and skillful utilization of technology for effective delivery of services through the Writing Center

**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.**