

## **Appointment of Writing Centre Coordinator**

Expressions of interest are invited for the post of coordinator of the University Writing Centre on a part-time basis (3 days per week) for a six-month contract.

### **The Writing Centre**

Maynooth University Writing Centre is committed to helping all students to become more competent, flexible, fluent and enthusiastic writers.

The Writing Centre offers free, friendly, non-judgemental writing help to any student, undergraduate or postgraduate, regardless of course, degree or level. Students can work on their own or in groups with tutors on written aspects of course work or material/topics with which they may be having trouble. Currently the Centre offers the following services:

- One-to-one tutoring by appointment
- Discipline-specific work with individual departments
- Referral to other services/supports on campus
- Supervised study and group working space
- Access to relevant materials and hand-outs
- Facilitated writing groups
- Web-based learning materials including self-diagnostic tests
- Interdisciplinary and collaboratively provided workshops e.g. work with the Library, Access, Assistive Technologies, individual or groups of academic departments
- Scheduled topic specific sessions.

The Centre is also engaged in on-campus, national and international research into academic writing and literacy. Writing Centre staff liaise regularly with colleagues in other HE institutes, locally and nationally, and across the sector there is a genuine commitment to sharing of resources and good practice. In addition, the Writing Centre in Maynooth University has strong international collaborative connections with a number of institutions in the United States and across Europe.

### **The role**

Reporting to the Director of Teaching and Learning, the Maynooth University Writing Centre Coordinator will oversee the day-to-day work of the centre. This role will involve the following duties:

- Fulfilling the mission of the writing centre in line with the broader goals of the University
- Leading and managing the team of writing centre tutors
- Managing all aspects of the daily operations of the writing centre
- Acting as the first point of contact with students seeking assistance from the writing centre, and managing writing centre appointments and the records associated with student attendance at the writing centre

- Managing the writing centre Moodle space and other online spaces associated with the writing centre
- Reporting on writing centre activity
- Coordinating various writing centre funded projects and initiatives
- Providing and coordinating academic writing seminars and workshops
- Liaising with University staff on a variety of academic writing related matters
- Establishing writing groups
- Managing various writing events, frequently in collaboration with other colleagues, and promoting the writing centre
- Contributing to the writing centre move to the new Education Building, and managing and developing the new writing centre space:
- Establishing and facilitating a writing centre space user group
- Researching in writing and contributing to scholarship
- Disseminating research and contributing to various fora and conferences
- Identifying and organising Continuing Professional Development (CPD) opportunities for writing centre tutors
- Other duties relating to academic writing support as required by the Director of Teaching and Learning

### **Experience and Qualifications**

The ideal candidate will:

- have a PhD in any discipline
- have experience of working in a writing centre in a University setting with a preference given to individuals who have experience of managing operations and running projects
- be an experienced teacher/tutor in any discipline
- demonstrate knowledge of current best practices relating to Writing Centres and writing pedagogy
- be an excellent writer: demonstrate excellent verbal and written communication skills
- demonstrate strong computer skills, including Microsoft Office (Word, Excel, PowerPoint)
- demonstrate knowledge of how to collect and analyse data using quantitative and qualitative research methods
- have knowledge of other academic support functions
- have experience of managing others, including hiring, training, and supervising staff
- have experience as a successful budget and project manager, including the ability to organize, prioritize, and manage time and money
- have experience in developing and presenting seminars and workshops
- possess the initiative, flexibility, and creativity to manage projects both independently and as part of a team in a dynamic work environment
- possess the ability to handle complex, analytical and detailed work
- possess a positive attitude, be future-oriented, and embrace change

- possess particularly strong interpersonal and organisational skills as evidenced by the ability to work cooperatively and maintain effective working relationships with colleagues, faculty, staff and students
- have a broad knowledge of the higher education sector
- be sensitive to students' writing concerns and mindful of the need to maintain confidentiality where required
- be committed to creating a safe and engaging learning environment for students
- be particularly enthusiastic about text and writing, about helping students to become better writers, and contributing to a culture on campus where writing is enjoyed and celebrated.

### **Important dates**

Closing date for expressions of interest	31 <sup>st</sup> October 2016
Interviews	3 <sup>rd</sup> November 2016

### **Salary**

The successful candidate will be appointed on a pro rata basis at the appropriate point on the Administrative Officer II scale.

### **Application Procedure**

All applications should be by email to [ctl@nuim.ie](mailto:ctl@nuim.ie)

Please ensure that you use the reference **Writing Centre Coordinator** as the subject line of your application email.

Interested colleagues should forward:

- A Curriculum Vitae, including all qualifications and experience, and a covering letter (maximum 1 page) addressing your interest and suitability for the post;
- The names, email addresses and correspondence addresses of two referees with whom the University may make contact if necessary;

Completed expressions of interest should be forwarded by email to arrive no later than **5.00 p.m. 31<sup>st</sup> October 2016.**