



## **DIRECTOR, WRITING CENTER ENROLLMENT MANAGEMENT AND STUDENT SUCCESS**

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<b>REPORTS TO:</b>	Senior Vice President for Enrollment Management and Student Success
<b>E CLASS:</b>	FT 12 Month
<b>FLSA:</b>	Exempt

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### **PURPOSE:**

The Director provides strategic leadership, administrative oversight, and instructional support for the college's Writing Center, serving undergraduate students across all disciplines. The successful candidate will advance student learning, academic success, retention, and persistence by promoting effective written communication, critical thinking, and scholarly writing.

The Director will lead initiatives supporting first-year students, developmental writers, transfer students, and upper-division students, and will collaborate closely with faculty, academic departments, and student support services to embed writing across the curriculum.

### **REQUIRED QUALIFICATIONS:**

- Master's degree in English, Rhetoric and Composition, Writing Studies, Education, or a closely related field
- Minimum of three years of experience in writing instruction, tutoring, or academic support services in higher education
- Demonstrated experience supervising staff or student employees
- Strong knowledge of writing pedagogy, tutoring practices, and student learning theory
- Excellent written, oral, and interpersonal communication skills

### **Preferred Qualifications**

- Doctoral degree (Ph.D. or Ed.D.) in a relevant field
- Experience directing or coordinating a writing center or academic support program
- Experience working at an HBCU or minority-serving institution
- Familiarity with writing-across-the-curriculum (WAC) or writing-in-the-disciplines (WID) models
- Experience using assessment data and learning analytics to support student success and retention

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

#### **Leadership and Administration**

- Develop and implement strategic plans aligned with Miles College's mission, student success goals, and accreditation standards.
- Provide leadership and daily management of the Writing Center, including scheduling, staffing, budgeting, and assessment.
- Recruit, train, supervise, and evaluate professional staff, graduate assistants, and peer writing tutors.

#### **Student Learning and Support**

- Design and deliver individual and group writing support across disciplines (e.g., composition, STEM, education, social sciences).
- Develop targeted writing interventions for first-year students, at-risk students, and students in gateway courses.
- Support students with academic writing, research papers, resumes, personal statements, and graduate/professional school applications.

### **Faculty Collaboration and Curriculum Support**

- Collaborate with faculty to support writing-intensive courses and writing-across-the-curriculum (WAC) initiatives.
- Provide workshops and instructional resources for faculty on writing pedagogy and assessment.
- Partner with academic departments to embed writing support into coursework and learning outcomes.

### **Assessment, Data, and Reporting**

- Collect, analyze, and report data on Writing Center usage, student outcomes, and program effectiveness.
- Prepare reports to support institutional effectiveness, accreditation, and grant initiatives.
- Use data to inform continuous improvement and evidence-based practices.

### **Outreach and Programming**

- Promote the Writing Center through campus outreach, orientations, workshops, and special events.
- Develop online and hybrid writing support services, including digital resources and virtual tutoring.
- Represent the Writing Center on campus committees related to student success, retention, and academic support.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to collaborate across academic and student affairs units.
- Ability to work effectively with diverse student populations.
- Commitment to the mission, values, and student-centered culture of Miles College.
- Proficiency with learning management systems and academic support technologies.
- Strong organizational and leadership skills.

### **WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

### **SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to [hr@miles.edu](mailto:hr@miles.edu). Must be legally authorized to work in the United States without the need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

### **NOTICE OF NON-DISCRIMINATION**

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, [titleix@miles.edu](mailto:titleix@miles.edu). For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [click](#).

### **TITLE IX / STATEMENT OF NONDISCRIMINATION**

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).