



Position Vacancy Announcement

Posting Date: February 4, 2010

Position Title: **WRITING ACROSS THE CURRICULUM SPECIALIST (12 month position)**
Hiring Range: Salary to commensurate with education and experience

Advertising Internally & Externally

The Writing Across the Curriculum (WAC) Specialist is under the supervision of the Quality Enhancement Plan Director and is responsible for all aspects of the Writing Across the Curriculum initiative. He/she will plan and organize internal and external professional development activities for all faculty members and provide ongoing support to faculty members, students, and the Writing Center. He/she will also teach one curriculum class each semester.

Minimum
Qualifications:

Required:

- Master's degree in English
- Demonstrated understanding of and training in Writing Across the Curriculum
- Teaching experience
- Proven ability to be self-directed
- Proven ability to work with individuals of diverse backgrounds
- Understanding and commitment to the comprehensive community college philosophy
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees
- Demonstrated excellence in oral and written communication skills and computer skills

Preferred:

- Teaching experience at the community college level
- Demonstrated experience in leading Writing Across the Curriculum initiatives
- Fluency in a foreign language, preferably Spanish

Duties and
Responsibilities:

DUTIES:

- Implement, manage, and evaluate the WAC initiative
- Prepare and manage a budget
- Conduct faculty workshops on WAC-oriented topics
- Plan and organize internal and external professional development activities for faculty
- Organize success-sharing opportunities and celebrations of achievement in writing
- Provide writing-related academic support for faculty and students
- Work closely with the Director of Planning Assessment and QEP Director to track and analyze student learning outcomes and program success data
- Attend WAC regional and national conferences and maintain affiliations with WAC national networks and list serves
- Continue professional growth through appropriate reading, courses, studies, research, and

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participation in professional organizations and workshops

- Teach one curriculum class per semester
- Treat others respectfully, speak to others courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate
- Act as a team player when working with any and all employees of the College
- Serve on institutional committees as assigned by the President
- Perform other duties and responsibilities as needed

Application
Deadline:

Interested and qualified individuals must submit (1) a letter of interest addressing each of the qualification statements, (2) an official Randolph Community College application, (3) a resume, (4) college transcripts (copies will suffice for initial screening; however, official copies will be required if hired), and (5) names, addresses, and phone numbers of five professional references to the address below. Only complete application packets will be considered. Review of packets will begin immediately. Position open until filled. Expected hire date of April 1, 2010.

Contact:

Human Resources Office
humanresources@randolph.edu
Randolph Community College
PO Box 1009
Asheboro, NC 27204

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