CLARK ATLANTA UNIVERSITY

Director of WISE
(Writing Improvement for Success and Empowerment)

Clark Atlanta University is seeking a Director of WISE (Writing Improvement for Success and Empowerment), an undergraduate writing improvement program. The director will provide leadership, faculty support, planning, resource development and program assessment.

Duties will include periodic assessment of the WISE program; development of rubrics, modules and training workshops for faculty; hiring, training, evaluating and monitoring WISE staff, including peer faculty assistants and tutors; serve as an advocate for WISE and its objectives on campus; initiate and support proposals from outside agencies; coordinate collaborations between other writing and faculty development programs on campus; and enhance writing instruction with appropriate technologies.

Qualifications are: doctoral degree from an accredited institution in one of the following areas: English, Education, Rhetoric and Composition, Humanities or a related field. Demonstrated experience in the development, administration, implementation and assessment of writing across the curriculum programs is required along with an ability to use writing-related technologies effectively. Strong communication skills and the ability to work collaboratively and lead effectively are essential. The ideal candidate will demonstrate cultural sensitivity and excellence in teaching writing.

This is a twelve-month position. Director will report to the Provost and Vice President for Academic Affairs; rank and salary commensurate with education and experience.

Preferred start date is August 14, 2006 however the successful candidate may negotiate a start date as late as January 15, 2007. Search will remain open until position is filled.

Please submit a letter of interest, curriculum vitae or resumé, three letters of recommendation, and official copies of all graduate transcripts to:

Search Committee
Director of WISE Program
Office of the Provost and Vice President of Academic Affairs
Clark Atlanta University
223 James P. Brawley Drive, S.W.
309 Harkness Hall
Atlanta, GA 30314

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