Writing Program Coordinator

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Type: Full-Time
Salary: $55,142.18 - $63,410.34 per year
Posted: 59 days ago
Category: Tutors and Learning Resources
Description

State Title: Professional Services Specialist 3

Bargaining Unit: AFT

Employment Type: 35 hours per week/10 months/Full-time

Internal salary: Range 18/$ 55,142.18 - $ 88,214.84

External salary: Range 18/$ 55,142.18 **-** $ 63,410.34

UNION POSITIONS: *The internal salary range is used for applicants who are current NJ state employees with underlying classified status for promotional calculations who meet the requirements below. The external salary range is used for candidates who are not NJ state employees who meet the requirements below.*

About TCNJ
Founded in 1855, TCNJ offers a highly personalized and collaborative liberal arts education with over 7,400 undergraduates and 700 graduate students. The college is consistently ranked among the top comprehensive colleges in the nation, offering small classes, a 13:1 student-faculty ratio, and an immersive living-learning experience. With a 4-year graduation rate ranked #1 in New Jersey and #9 among U.S. public institutions, TCNJ is a model for public higher education.

Position Overview:

Academic Affairs supports all academic programming at TCNJ, including the academic schools, college-wide academics, and the following academic support offices: Office of Academic Affairs, Center for Community Engagement, Center for Excellence in Teaching and Learning, Career Center, and Office of Grants and Sponsored Research.

The Writing Program resides in the Office of Academic Affairs (College-Wide Academics).

Responsibilities:

Coordinate First Year Writing Studio
Course Coordination tasks include:
- Creating sample syllabus;
- Create and maintain resources in Canvas for faculty and students;
- Schedule and lead FYW Studio faculty meetings;
- Provide ongoing support to Studio instructors: managing registration, enrollment, tutor issues, clarifying policies, facilitating outreach to FYS instructors, and dealing with complex student issues;
- Work closely with the Tutoring Center for the FYW Studio
- Staff the full-day "Write-In" events.

Tutor Training tasks include:
- Lead training program for FYW Studio tutors;
- Schedule and lead refresher sessions for seasoned tutors;
- Monitor weekly communication between FYW Studio instructors and tutors.

Assessment tasks include:
- Create an assessment plan with the Director of Writing to assess students' progress in the FYW Studio.
- Lead writing assessment for FYW Studio course;
- Assessing data from the writing in the FYS, compile, interpret, share the data, and, depending on the results, recommend steps for any necessary changes to the FYW Studio class.

- **Support First-Year Seminar Program**
  - Share FYW Studio Resources in Canvas course for FYS faculty and students;
  - Present a workshop sessions on FYW Studio to FYS faculty;
  - Advise the FSCC on writing in the First Seminar, particularly for the writing instruction/writing intensive component of the course, including approaches to AI.

- **Teach FYW & FYS**
  - Teach one FYW Studio course each semester.
  - Teach one FYS course each semester.

- **Lead Directed Self-Placement**
  - Identify articles for students who submit a Writing Sample;
  - Working in concert with the Student Transitions team, distribute the Directed Self-Placement survey to all incoming students through the NSO Canvas course;
  - Read with the Director of Writing the writing samples submitted by students to determine enrollment;
  - Work with Center for Global Engagement to provide data as well as any needed support to students who identify as multilingual on Directed Self-Placement survey.

- **Professional Development**
  - Attend Conference on College Composition and Communication and New Jersey Writing Alliance;
  - Stay current on AI work around campus, particularly on approaches for the writing classroom;
  - Attend other relevant on and off campus trainings and workshops.
- Other duties as assigned.

Qualifications:

Required:

- Master's degree in Rhetoric & Composition, Writing Studies, English, or related field.
- Five years' experience teaching writing in higher education or employed in the field of communications
- Experience working in a Studio or similar co-curricular course or tutoring background.
- Ability to communicate clearly in workshops, presentations, and in written research reports.
- Ability to work independently on assigned research tasks, to direct initiatives, to lead faculty workshops, and to work as part of a team.
- Ability to organize priorities in completing multiple simultaneous projects.

- Knowledge of current scholarship in the teaching of writing.
- Knowledge of current AI use and its place in the writing classroom.

Persons with disabilities may request reasonable accommodations in order to perform the essential functions of the position. If the requested accommodation(s) cannot be made because it would cause the employer undue hardship, the applicant may not be eligible for the position.

Employer Qualifications

Employment at TCNJ is contingent upon the successful completion of an applicable background check, reference checks, and verification of identity and authorization to work in the United States (Form I-9).

Accommodation: Applicants who require a reasonable accommodation to apply or interview should contact hr@tcnj.edu.

Employee Benefits
As a member of The College of New Jersey Community, you will be a part of an exciting and rewarding public university career. Eligible full-time employees will be able to take advantage of a generous benefits package that includes health, welfare, and retirement benefits, including:

- Comprehensive benefit plans covering medical, dental and prescription plans
- Generous leave entitlements program and Energy Savings Program
- Employee and dependent Tuition Waiver and Reimbursement Program
- Pension, retirement, and deferred compensation plans, group life insurance
- Employee Assistance Program (EAP)
- Employee affinity groups
- New Jersey State Employee Discount Program (Pet insurance, cell phone plan discounts, discounted amusement park tickets, etc.)
- Access to extensive learning opportunities

To view a comprehensive list of benefits available to employees, visit our Health Benefits Plans and Programs page to learn more!

How to Apply

Qualified candidates should apply online and submit a letter of interest, resume (CV), as well as the names and contact information for three professional references. Applications will be considered until a viable finalist has been found.

The College is committed to fostering a welcoming and inclusive campus community that respects and uplifts individuals from all backgrounds. We value the varied perspectives, experiences, and talents of all members of our community and strive to create an environment where everyone has equitable access to opportunities for success. As an equal opportunity employer, we comply with all applicable federal

and state laws regarding nondiscrimination and affirmative action. We encourage applications from individuals whose lived experiences and professional interests align with our institutional mission of academic excellence, access, and integrity.
Primary Location: Green Hall - Academic Affairs

Work Locations:
Green Hall - Academic Affairs

2000 Pennington Rd

Ewing Township 08628

Job: Staff

Organization: The College of New Jersey
To enrich education through diversity, The College of New Jersey is an Affirmative Action/Equal Opportunity Employer.

Related Searches:

Tutors and Learning Resources

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