

## EMPLOYMENT OPPORTUNITY

Competition #F014-2011

Emily Carr University of Art + Design invites applications for the full-time professional position of **Coordinator, Writing Centre**. The Emily Carr Writing Centre is a key resource for the academic support of writing, research, critical analysis and speaking, as well as for programming and institutional development focusing on the relationship between writing practice and art and design research and pedagogy. The Writing Centre provides individual tutoring and workshops for undergraduate and graduate students, faculty consultations and workshops, and coordination of ESL instruction and support. The Coordinator works closely with faculty instructors, student teaching assistants, student services staff, administration, and individual undergraduate and graduate students to maintain a network of support and advancement in areas of writing and critical rhetorical practice

Reporting to the Dean of the Faculty of Culture and Community, the Coordinator is responsible for the overall leadership and direction of the Writing Centre, including all aspects of direct instruction, recruiting, training, and supervising faculty and student teaching assistants, designing workshops, and the development of curricular support materials. The Coordinator is also responsible for planning, implementing, and reporting on the strategic direction of the Emily Carr Writing Centre, as well as for the management of the Writing Center budget and coordination with key constituencies in academic programs and student support services. The successful candidate will also be directly engaged in the instructional activities of the Writing Centre, including one-on-one tutoring and the development of workshops each semester for the support of graduate student thesis projects in consultation with the Dean of Graduate Studies.

We are seeking an experienced academic/professional with core expertise in writing pedagogy, the theory and practice of undergraduate and graduate writing, and writing centre program development and administration.

Specific qualifications include:

- An advanced (Master's level) Degree in English, Art History, Education, or a related field in the Arts, Humanities or Social Sciences with teaching experience at the post-secondary level in writing intensive and/or interdisciplinary curricula;
- Experience working within a Writing Centre or related academic support function and a sound understanding of the unique attributes of writing pedagogy in an art, media, and design environment;
- Demonstrated ability to collaborate with faculty and other members of the academic community on planning and development of student academic support;
- Demonstrated administrative competencies including budget management, staff oversight, and program implementation;
- Familiarity with and competency in applicable databases and database structure, and common office software;
- Familiarity with current debates in writing pedagogy, ESL/internationalization, literacy at a post-secondary level.

Emily Carr University of Art + Design, established in 1925, is a world leader in education and research. Encouraging experimentation at the intersection of art, design, media and technology, our learning community merges research, critical theory and studio practice in an interdisciplinary and collaborative environment. Alumni and faculty are internationally recognized as award-winning creators and thought leaders who have enormous impact on both the cultural sector and economy. We engage students, industry, and society to continuously explore and think differently about creativity and how it shapes our world. Located in beautiful and culturally rich Vancouver, British Columbia, Emily Carr attracts more than 1800 students from 60 countries to our undergraduate and graduate programs.

Letters of application should address the candidate's expertise in writing pedagogy, the theory and practice of undergraduate and graduate writing, and writing centre program development and administration. Applicants should include a current curriculum vitae and supporting materials including publications, reports, or other documents of relevance to the academic and/or professional qualifications for this position. Please note that any submitted materials will not be returned. Applications should also include the names, addresses, telephone numbers, and email addresses of three persons who can be contacted as references.

Subject to budgetary approval, we anticipate commencement in the summer of 2012.

**Please send applications (quoting Competition #F014-2011) by January 24, 2012 to:**

Human Resources Department  
Emily Carr University of Art + Design  
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Vancouver, BC V6H 3R9

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