

Invites applications for the following position (s):

COMPETITION NUMBER: 228

Administrative and Professional Staff (APSA)

Temporary Position

WRITING SERVICES COORDINATOR, GRADE 10

STUDENT LEARNING COMMONS

POSITION NUMBER: 113640

POSITION OUTLINE:

The Writing Services Coordinator coordinates the development and delivery of writing programs and services to undergraduate and graduate students. S/he provides direct service through workshops, seminars, short courses, online programs and individual advising on academic and scholarly writing and communication skills. In addition, the Writing Services Coordinator develops and implements writing resources to support student writing within the writing-intensive learning curriculum initiative at SFU. S/he is also responsible for providing appropriate training and coordination of other writing support staff and volunteers such as SLC tutors and peer educators. The Writing Services Coordinator liaises with faculty, librarians, Student Services staff, Foundations of Academic Literacy (FAL) faculty, Faculty-based writing programs and the Director, Undergraduate Curriculum, in order to coordinate resources and programs supporting the University's "W" curriculum initiative, and other writing initiatives.

S/he is responsible for acquiring and maintaining through research and the study of the literature, an accurate and current knowledge of a broad range of issues and best practices related to university-level writing and communication, including those concerned with text linguistics, theories of effective rhetoric and composition, interdisciplinary writing, writing to learn, additional language acquisition, writing centre theory and practice, writing in the disciplines and writing across the curriculum programs, and assessment of writing.

QUALIFICATIONS:

- Master's degree in English, Rhetoric, Linguistics, or equivalent, and 3 years of post-secondary teaching experience, or an equivalent combination of education, training, and experience.
- Demonstrated administrative and pedagogical experience in a writing centre in a post-secondary institution and familiarity with writing centre theory, policy and practice.
- Demonstrated ability to develop and deliver post-secondary writing support programs.
- Experience conducting needs assessments for and evaluation of writing support programs and services.
- Experience providing writing support programs and services for English as an additional language (EAL) students.
- Familiarity with current literature regarding the study, implementation and support of academic literacies and writing in higher education, and with issues related to English for academic purposes in disciplinary contexts.
- Familiarity with areas such as text linguistics, theories of effective rhetoric and composition, additional language acquisition, writing in the disciplines, writing across the curriculum, writing to learn/writing-intensive learning and cognitive learning theory.
- Proven ability to work in a multidisciplinary team.
- Excellent analytical and research skills.
- Excellent communication (both oral and written), presentation, interpersonal, problem-solving and supervisory skills.
- Ability to use a variety of software applications (e.g., word processing, database, presentation, web editing).

SALARY RANGE:

\$63,330 to \$75,628 per annum

START DATE:

July 2, 2013

POSITION END DATE:

June 30, 2015

A detailed resume and cover letter quoting **Competition #228** must be received in our office by **4:30 pm on May 29, 2013**, addressed to the attention of Linda Chan, Human Resources Advisor. Please follow the application instructions at:

http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment

A more detailed job description may be obtained at www.sfu.ca/jobpostings