



WRITING IN THE DISCIPLINES SPECIALIST WRITING & LEARNING CENTRE

OCAD University is Canada's largest specialized University of art, media and design. Located on a twelve-building campus in the heart of downtown Toronto, the University offers a vibrant and stimulating work environment for over 600 faculty and more than 4475 undergraduate and 250 graduate students. Committed to excellence and contemporary approaches to education, OCAD University offers 17 undergraduate programs leading to a Bachelor of Fine Art (BFA), a Bachelor of Design (BDes) or a Bachelor of Arts (BA) degree, and six graduate programs that result in the Master of Fine Arts (MFA), Master of Design (MDes), the Master of Arts (MA) or a Graduate Diploma. Recent programs include the interdisciplinary Digital Futures offerings, an interdisciplinary Indigenous Visual Culture BFA and an Honours BA in Visual and Critical Studies (Art History). OCAD University offers non-credit university-level professional development courses and certificates in art and design..

At OCAD University, Writing Across the Curriculum (WAC) is a university-wide initiative aimed at developing students' writing and communication skills to ensure that they meet the standards in the OCAD U Framework for Undergraduate Writing Competency. The initiative also seeks to foster a culture of writing at OCAD U by providing resources for faculty and students and showcasing and advancing the role of writing in art and design education and practice. The centrepiece of the WAC initiative is a stream of "Writing in the Disciplines" or WID-designated courses whereby the WAC team collaborates with WID instructors to develop discipline-specific writing activities and assignments such that all undergraduate students experience regular, progressive opportunities to develop their writing skills specific to the needs of their program. Support for English Language Learners and OCAD U's diverse student body is integrated throughout the initiative.

The WAC initiative is among the first comprehensive WAC programs at an art and design institution and represents an exciting opportunity to contribute to advances in writing pedagogy and WAC scholarship. We are looking for a highly collaborative individual with excellent coordination, planning and communication skills and advanced expertise in writing pedagogy and WAC theory and practice to join our dynamic and growing team.

POSITION SUMMARY:

Reporting to the Director, Writing & Learning Centre (WLC), the Writing in the Disciplines Specialist is responsible for coordinating and supporting the implementation of OCAD University's undergraduate Writing Across the Curriculum (WAC) Initiative to ensure students meet the standards in the OCAD U Framework for undergraduate writing competency.

The Writing in the Disciplines Specialist is a key member of the WAC team responsible for developing, implementing and evaluating the initiative, and is part of a wider team of WLC staff delivering writing, communication and academic support programs for students, faculty and the OCAD U community. The Writing in the Disciplines Specialist works collaboratively with the Faculty & Curriculum Development Centre, OCAD U's teaching and learning centre. The Writing in the Disciplines Specialist contributes to advances in writing pedagogy and Writing Across the Curriculum scholarship.

SUMMARY OF RESPONSIBILITIES:

- In consultation with the Director, WLC and the WAC Steering Committee, coordinate and monitor the implementation of the university-wide WAC Initiative as outlined in the WAC Implementation Plan.
- Working with the Faculties, and in collaboration with the Writing in the Disciplines Fellows, develop expertise in and document the discipline-specific writing requirements of OCAD U undergraduate programs.
- In collaboration with the Educational Developer (Curriculum), support the course development process for the Writing in the Disciplines (WID) course stream
- Collaborate with faculty on writing assignment design to advance best practices and support alignment of writing-specific course learning outcomes with OCAD U's Framework for undergraduate writing competency.
- Design and deliver faculty professional development workshops and other training resources to advance best practices in writing pedagogy and to support the use of the Framework for undergraduate writing competency.
- Develop discipline-specific writing resources for faculty and students.
- Develop and deliver classroom-based student writing workshops to support the WID course stream.
- Coordinate the on-going evaluation of the WAC Initiative; supervise the day-to-day work of Research Assistants as required.

- Develop and implement a communications plan for the WAC Initiative and coordinate outreach initiatives to advance the WAC Initiative and foster a culture of writing at OCAD U.
- Serve as an active member of the WAC Steering Committee, following up on action items and initiating or supporting projects to advance the initiative where appropriate; participate on other relevant permanent or ad-hoc University committees, as required.
- Develop and maintain Writing Across the Curriculum web content.
- Prepare annual program reports and other program documentation.
- Maintain currency in advances and trends in writing pedagogy and Writing Across the Curriculum scholarship, with an emphasis on art and design education; conduct related research, maintain a scholarly writing practice and participate in academic and professional conferences and associations.
- In collaboration with the Coordinator, Writing and Learning Services, ensure alignment between the WAC Initiative and WLC programs and resources; deliver WLC program staff training to build capacity to support the initiative through student programs.
- Assist the Director in other related duties that contribute to the successful operation of the WLC and support the Centre's strategic objectives.

QUALIFICATIONS:

- Graduate degree in a related field (i.e. Rhetoric, Social Sciences, Humanities), or equivalent; PhD. preferred
- A minimum of five years' experience in post-secondary education, including a minimum of three years working in a university writing centre and delivering programs to enhance student writing, or equivalent
- Post-secondary teaching experience
- Prior experience working within the curricular context of a visual art and design educational institution is desirable
- Excellent academic and professional writing skills with knowledge of different writing genres and disciplines; familiarity with art and design writing genres a strong asset
- Strong knowledge of writing pedagogy, Writing Across the Curriculum (WAC) and writing in the disciplines theory and practice
- Experience developing undergraduate writing initiatives to integrate writing instruction within courses and programs
- Experience collaborating with faculty in an educational capacity
- Demonstrated experience developing workshops and other training resources to support faculty and other instructional staff; excellent group facilitation and instructional skills
- Demonstrated experience producing educational resources, handouts, and curriculum materials
- Excellent communication, interpersonal and leadership skills, and a demonstrated ability exercise tact, sound judgment and commitment to confidentiality
- Experience in successfully meeting deadlines and managing complex projects; demonstrated attention to detail
- Demonstrated ability to work both independently and collaboratively in a team environment
- Demonstrated commitment to principles and practices of equity, anti-racism, and accessibility
- Research, program evaluation, and data analysis skills
- Strong computer skills, including a high degree of facility in the use of all Microsoft Office applications; familiarity with graphic design and multi-media technologies and the use of Web 2.0 and other teaching and learning technologies; knowledge of the Canvas Learning Management System by Instructure or other learning management systems is an asset

HOURS OF WORK: Monday to Friday for a total of 35 hours per week

COMPENSATION: \$57,382.16 to \$75,415.61 per annum plus benefits

APPLICATION DEADLINE: Review of applications will begin **October 26, 2015** and the position will remain open until filled

Interested applicants are invited to submit an updated resume, with a cover letter and a 1-2 page statement of Writing Centre and Writing Pedagogy Philosophy online by visiting the Employment Opportunities page of our website by clicking here: [Careers](#)

Interested applicants are invited to submit an updated resume, with a cover letter and a 1-2 page statement of Writing Centre and Writing Pedagogy Philosophy online by clicking on the "Apply for the Position" button below.

As an employment equity employer, we encourage applications from women, Aboriginal peoples, visible minorities, persons with disabilities, and persons of all sexual orientation or gender identity.

OCAD U is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform OCAD U of your requirements. For more information please review OCAD U's [Accommodation in Employment for Persons with Disabilities](http://www.ocadu.ca/services/human-resources/employment-opportunities) policy. - See more at: <http://www.ocadu.ca/services/human-resources/employment-opportunities>

All qualified persons are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.