

Position Title: Director of Writing for the College of Extended Learning

Reports to the Dean of the College of Extended Learning

Job Summary: Oversee the Adult Degree Completion writing curriculum and provide instruction and support to ADC students and adjunct faculty.

Job Description:

RESPONSIBILITIES

- Teach 18 units annually in the College of Extended learning with an emphasis in writing courses
- Provide quality control oversight for the ADC program writing curriculum that spans all ADC programs
- Provide coordination, evaluation and support for ADC writing courses and instructors across all ADC programs
- Evaluate current and potential writing instructors for qualifications, performance and make recommendations for ongoing employment
- Assist in recruiting and hiring qualified faculty
- Provide support and regular communication updates on areas of responsibility to the Dean of the College of Extended Learning and other ADC program directors
- Provide up to 8 hours per week in ADC student writing support in conjunction with GPS Office of Student Success
- Other duties as assigned by the Dean of the College of Extended Learning

QUALIFICATIONS

- Doctoral degree is preferred, Master's degree or higher required
- At least 2 years of experience teaching writing courses
- Experience working with adult learners
- Proficient in Windows, Word, Excel, PowerPoint, and educational technology
- Strong written and oral communication skills
- Must demonstrate professional decorum and ethical decision-making
- Ability to work within multiple learning management systems, including Canvas
- Ability to travel to all PLNU campuses as needed throughout the year
- Evidence of Christian commitment, active church involvement, and a strong allegiance to the University mission and vision
- Able to work collaboratively with colleagues and university stakeholders

This is a 12-month administrative contract with faculty status. It includes two weeks of vacation as well as regular university holidays. This is an administrative non-tenure track position.