

POSITION ANNOUNCEMENT

POSITION: Director of Writing Lab
POSITION CODE: **BCAT:** 300X00
DEPARTMENT: English, Modern Languages & Mass Communications
SALARY RANGE: Commensurate with qualifications and experience
APPLICATION DEADLINE: May 1, 2009 or until position is filled

QUALIFICATIONS:

A Bachelor's degree in English or Rhetoric and Composition required; Master's degree in English or Rhetoric and Composition preferred; knowledge of composition, grammar and mechanics; ability to diagnose writing problems and design effective instructional strategies to improve student writing; ability to advise students and supervise lab assistants; good computer skills; the ability to communicate effectively, both orally and in writing; excellent organizational skills.

ILLUSTRATIVE EXAMPLES OF WORK:

- Tutors students individually and in group sessions
- Evaluates student writing and makes recommendations for improvement
- Establishes and maintains files for all students attending the Writing Lab
- Submits bi-weekly student attendance reports to faculty and the Chair
- Compiles and distributes data on lab activities
- Performs other duties, as required.

APPLICATION REQUIREMENTS:

Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. In the event a degree is required, official transcripts will be necessary upon employment. Interested candidates should submit an application and resume:

**Human Resources Management
Albany State University
504 College Drive
Albany, GA 31705**

DD: 3/19/09