



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Writing Specialist

DEPARTMENT: Enrollment Services and Retention

STATUS: Regular Full-time (38 hours)

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

- Master's degree required with over 18 hours of English Language Arts courses.
- At least two years prior experience working with students in high school or college.
- Strong Christian values required. Demonstrated the ability to be flexible and adaptable.
- Sensitivity to cultural and gender diversity.
- Maintain a pleasant support climate.

BRIEF DESCRIPTION OF DUTIES:

- Work with other units in ESR to achieve the Division's goals.
- Collaborate with the English Department to ensure alignment of content.
- Plan and implement strategies that accelerate reading and writing outcomes for identified students.
- Coordinate, monitor and staff the writing lab. Oversee the daily functions of the lab.
- Advise entering students who require intensive support in reading and writing development.
- Measure and report performance of all digital marketing campaigns--assess ROI and KPIs.
- Provide student workshops on improving reading and writing capabilities.
- Recruit, hire and supervisor student to work in the lab.



- Assist student with all levels of writing. Supervisor student peer tutoring.
- Oversee the day-to-day operations of the writing lab.
- Recruit, train, and supervisor lab assistants.
- Instruct courses each semester
- Keep current data sets on outreach and contacts with students on their case load as well as formative evaluations.
- Other related duties as assigned.

SALARY: Commensurate with education and experience

POSTING DATE: November 16, 2021

CLOSING DATE: Until filled

HOW TO APPLY: Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Completed application
Vitae
Copy of diploma/transcripts

Email: Hroffice@oakwood.edu

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

RESET

◆ **God First** ◆