# Associate Director, Writing Center

## Job Description

The University of Montana invites applications for Associate Director in the Writing Center. The Associate Director will join the Writing Center leadership team to work with our staff of about 10 professional tutors to support undergraduate students, graduate students, alumni, faculty, and staff as they become more versatile, deliberate, and effective communicators.

The associate director will focus in the areas of writing instruction, social media outreach, and assessment.

## Duties and Responsibilities

The Associate Director will have the following duties and responsibilities:

* collaborate with Writing Center staff to design and deliver innovative tutoring services
* provide one-on-one tutoring in person and online
* teach Writing Across the Curriculum workshops
* develop resources for faculty
* update and maintain the Writing Center webpages
* perform day-to-day functions of the position such as managing the schedule, tutoring, evaluating students’ needs, and assessing writing competency
* assist with training and observation of writing tutors

**Position Details**

* Position is part-time, 0.83 FTE, MUS Contract and includes a comprehensive and competitive [benefits package](http://www.umt.edu/hrs/Personnel%20Resources/Benefits/default.php) including Insurance package, mandatory retirement plan, partial tuition waiver, and wellness program.
* Starting salary for this position is $40,000 per year commensurate with qualifications.

**Qualifications**

* A master’s degree in a relevant field; writing center experience in a university or college setting
* Excellent interpersonal and written communication skills
* Expressed enthusiasm for writing center work
* A student-centered approach to teaching and learning
* Experience teaching writing
* An ability to exercise diplomacy and good judgment when working with others

**About** [UM](http://www.umt.edu/)

UM is a flagship public doctoral research institution devoted to strong liberal arts and sciences education, professional preparation, research and leadership in economic development. The University is recognized for attracting world-class faculty and staff who are active members of a thriving, progressive community in an unparalleled setting of rivers, mountains, wilderness and scenic outdoor opportunity. UM is a unit of the Montana University System (MUS) with approximately 10,000 undergraduate and graduate students and 500+ full-time faculty members. It is located in Missoula, a culturally vibrant community of about 70,000, which was recently ranked in the “top 20 best college towns with a population of less than 250,000” by the American Institute for Economic Research and ranked 9th in Outside Magazine’s “The 16 Greatest Places to Live in America” in 2014. Many national publications recognize Missoula for its high quality of life. Abundant recreational opportunities in surrounding state and national forests and nearby Glacier National Park and Yellowstone National Park complement a thriving intellectual atmosphere.

UM is an Affirmative Action/Equal Opportunity employer and has a strong institutional commitment to the principle of diversity in all areas. In that spirit, we are particularly interested in receiving applications from a broad spectrum of qualified people who would assist the University in demonstrating its five [**priorities for action**](http://www.umt.edu/president/strategicinitiatives/priorities-for-action.php): Place student success at the center of all we do; drive excellence and innovation in teaching, learning, and research; embody the principle of “mission first, people always"; partner with place; and proudly tell the UM story. UM is an Employer of National Service. AmeriCorps, Peace Corps and other national service alumni are encouraged to apply for our positions.

**To learn more about the University of Montana, Missoula, and the State of Montana, please visit the links below.**

* [University of Montana](http://www.umt.edu/)
  + [University Highlights](http://www.umt.edu/urelations/info/highlights/default.php)
* [City of Missoula](http://www.ci.missoula.mt.us/)
  + [Destination Missoula](http://destinationmissoula.org/)
  + Video: [**There's This Place**](https://youtu.be/jOxVwxvjPtk)
  + [Missoula Area Chamber of Commerce](http://www.missoulachamber.com/)
* [State of Montana](http://mt.gov/)
  + [Visit Montana](http://www.visitmt.com/)

**How to Apply**

**Priority Application Date: May 10, 2025**

**Applications received by this date will be guaranteed consideration. Application review will begin after date above and continue until the position is filled.**

Please submit the following application materials via "New Resume/CV" button below.

\*Please note: only five (5) attachments are allowed per application. Please combine documents accordingly.

* **Letter of Interest –** addressing the stated required skills for the position
* **Detailed resume** listing education and describing work experience
* **Three (3) professional references** - Names and contact information

**University of Montana is an ADA/EOE/AA/Veteran's Preference Employer**