

## **Director, AUB Writing Center, American University of Beirut (AUB)**

The American University of Beirut invites applications for the position of Director of the AUB Writing Center, to begin **August 2026**. This is a full-time academic leadership position that combines strategic direction, program development, teaching, and institutional collaboration.

The Writing Center is housed within the Institute for Academic Innovation and Development (IAID), which also includes the Center for Teaching and Learning (CTL). IAID is a core component of AUB's commitment to excellence in teaching, learning, and student success. The Director of the Writing Center reports to the Director of IAID and works closely with colleagues across the institute and the university.

### **Position Overview**

The Director provides academic and administrative leadership for the Writing Center and guides its strategic development as AUB continues to evolve as a multilingual, research-intensive, and globally engaged institution. The Director oversees Writing Center operations and activities, including tutor and staff development, student-facing support, faculty partnerships, and assessment, and positions the Center as a hub for writing and academic literacies across the university.

### *Key Responsibilities*

The Director works with departments and programs across AUB to support the integration of writing into learning and assessment. A particular area of responsibility is the University's Writing in the Discipline requirement within the General Education (GE) Program. The Director supports faculty teaching courses that satisfy this requirement within their disciplines, contributes to the development of effective writing pedagogy in these courses, and serves as a standing member of the GE Board, participating in policy discussions, curricular review processes, and assessment activities related to writing.

The AUB Writing Center operates throughout the academic year, including examination and summer periods. The Director supports the ongoing professional development of tutors and Writing Center staff, including student employees, in areas such as writing pedagogy, multilingual writing support, and academic integrity, and promotes a reflective and collaborative culture within the center.

As part of IAID, the Director contributes to broader institutional initiatives related to teaching excellence, student support, and curriculum development, working collaboratively with CTL, the Student Success Unit, the Libraries, the Communication Skills Program (CSP), academic departments, and other units engaged in educational development.

The Director also contributes to institutional reporting, accreditation-related work, and the development of assessment strategies that help demonstrate the impact of the Writing Center on student learning and success.

### *Teaching and Scholarly Engagement*

The Director is expected to teach courses in writing, rhetoric and composition, writing studies, applied linguistics, or related fields, including courses that support writing-center theory, practice, and tutor education. The Director may also pursue scholarship or professional activity in these areas, consistent with the expectations of the appointment.

### **Appointment Structure**

#### *External candidates*

The position may be structured as a full-time dedicated appointment at a non-tenure-track professorial rank. Teaching responsibilities will be determined in consultation with the relevant academic department and faculty or school.

#### *Internal AUB faculty candidates*

The appointment will be a fixed-term, renewable leadership role alongside the candidate's home-department appointment. The position carries a reduction in teaching and service loads and a summer stipend, in accordance with university policies. The Director retains home-department affiliation.

### **Required Qualifications**

- PhD in Rhetoric and Composition, Writing Studies, English, Applied Linguistics, Education, or a closely related field (at the time of appointment)
- Demonstrated excellence in teaching writing at the university level
- Significant experience in writing-center leadership, coordination, or administration
- Evidence of engagement with writing pedagogy, writing-center practice, or writing-related scholarship
- Strong commitment to student-centered, inclusive, and equitable approaches to writing support, including multilingual contexts
- Excellent organizational, interpersonal, and communication skills, with the ability to collaborate effectively across the university

### **Preferred Qualifications**

- Experience supporting or leading Writing-Intensive (WI) or Writing-Across-the-Curriculum (WAC) initiatives
- Experience working in international and/or multilingual educational settings
- Familiarity with current debates and developments in writing instruction and academic integrity

## **Application Requirements**

Applicants should submit:

- A cover letter describing interest and relevant experience
- Curriculum Vitae
- A statement of writing-center philosophy and leadership (2–3 pages), including approaches to multilingual writers
- A teaching portfolio (sample syllabi, assignments, and recent evaluations)
- Names and contact information for three referees

Applications should be submitted to **Ms. Nour Saleh, HR Recruitment Officer** through the following e-mail address: [ns188@aub.edu.lb](mailto:ns188@aub.edu.lb).

Review of applications will begin on **February 23, 2026** and continue until the position is filled.