

**Catholic Theological Union**  
Employee Position Description

**Position:** Director of Writing and Resource Center  
**Supervisor:** CTU Assistant Dean for Academic Affairs  
**Employment Category:** Full-Time (35 hours/week), Administrative Staff  
**FLSA Classification:** Exempt

**Job Description**

The Director of Writing and Resource Center for CTU & MTS is a full-time (35 hrs./week hybrid work) 10-month position, September through June. The Director reports to the Assistant Dean for Academic Affairs. The Director's major responsibility is to assist CTU and MTS students in improving their English language skills.

The job of the Director includes but is not limited to the following:

**Student Assessments**

- assist the Enrollment Management office in assessing the English proficiency of international student applicants
- make recommendations to the Director of Enrollment Management about students who should be required to participate in English for Theological Education (ETE) as a condition of acceptance
- meet with and assess the specific language needs of students who have an ETE requirement
- inform program directors when a student who has an ETE requirement has met that requirement
- meet with and assess students who request tutoring
- inform faculty of any students in their classes who are receiving tutoring do the one-on-one tutoring of students deemed to have most significant need
- Coordinate with the administrator of the "Career Services for Ministry" program to provide support for resume writing skills and job search preparation

**Working with Tutors and Staff of the Writing and Resource Center**

- recruit, hire, train and supervise tutors and WRC drop-in volunteers
- inform students about the tutoring program through posters, emails and the new student orientation program
- match students with tutors
- monitor the progress and success of the tutoring program through end of semester surveys of all participants
- administer and promote the on-campus Writing and Resource Center

**Online Presence**

- maintain D2L course site for Writing and Resource Center, updating it in response to needs identified by faculty, tutors or students
- update and oversee modules on writing for Essential Skills for Theological

## Education

### **Work with Faculty**

- work with faculty to identify specific writing skill areas that need to be strengthened to ensure student success
- provide support for faculty in teaching to multi-lingual learners
- work with other members of the faculty, including the library staff, to develop and present workshops targeting reading, writing, research and presentation skills as well as other workshops on topics suggested by CTU and MTS faculty and students
- respond as appropriate to requests from faculty and staff for assistance with writing-related projects
- teach the course English for Theological Education or a similar course each fall semester

### **Reporting**

- meet regularly with the Assistant Dean for Academic Affairs for supervision and collaboration
- provide the Committee on Assessment with a yearly report on the activities of the Writing and Resource Center
- serve as a visiting member of the Board of Trustees Student Affairs Committee and provide them with twice-yearly reports on the activities of the Writing and Resource Center
- collaborate with the Assistant Dean for Academic Affairs and Director of Continuing Education in developing budget and tracking tutor time sheets, when applicable.
- provide report to staff designate from MTS on their respective students' progress and performance.
- Keep head-count on each student from CTU and MTS using the WRC services.

### **Qualifications**

- Minimum of a Master's degree in theology or a related field
- Teaching experience preferred

Catholic Theological Union is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, traits associated with race, color, religion (except where religion is a bona fide occupational qualification for the job), national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. Applications from members from racially and ethnically underrepresented groups are encouraged. Catholic Theological Union is committed to providing reasonable accommodations, as required by law.