

Quality Enhancement Plan Project Director Job Description Bethune-Cookman University

Position: Quality Enhancement Plan: Wildcats Write Project Director

Reports to: Vice President for Academic Affairs

Duties: Serves as the primary operational steward and coordinator of the QEP, Wildcats Write, and is responsible for the day-to day-effectiveness of the QEP project.

Qualifications:

- Effective oral and written communication skills and competence for conducting presentations.
- Ability to meet deadlines for reports and assignments.
- Knowledge, skills, and ability to initiate and follow through on concepts related to improving student learning as it relates to writing skills.
- A genuine care, concern, and sense of responsibility for student success and student learning.
- A commitment to the University's mission.
- Ability to perform as a team player and leader.
- Capable of service as a leader to a diverse population of students, faculty, and staff. Long-range planning and budgeting experience helpful.
- Doctorate in Rhetoric and Composition and experience working in a Writing Center.

Responsibilities:

- Work closely with the VP for Academic Affairs and QEP Steering Committee members to provide leadership in all aspects of planning, developing, implementing, and monitoring the QEP Wildcats Write Center.
- Develop the short- and long-range goals, objectives, and budgets related to the QEP.
- Manage the QEP budget.
- Establish Writing Center policies and procedures.
- Recruit, train, and supervise all QEP Writing Center staff.
- Publicize the QEP to the campus community through a quarterly newsletter, print material, and other materials.
- Provide appropriate follow-up, as requested, by SACS on-site review team and prepare all follow-up reports as needed.
- Coordinate QEP professional development of faculty/staff utilizing outside consultants and in-house talent.
- Work in collaboration with Institutional Research and Institutional Effectiveness to develop survey and evaluation instruments to capture benchmark data; analyze data to ensure continued assessment is conducted through courses impacted by the QEP, and analyze learning outcome improvements during and at the end of each semester to make improvements to the QEP project.
- Disseminate assessment data, results, and implications to appropriate personnel and supervisor.

- Serve as chair of the QEP Steering Committee.

Please send applicant information to:
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