



Coordinator, University Writing Centre, UB-North
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	October 2017
Type	Three-year contract with an option to renew
Salary	Negotiable
Employment Type	Full-time

Coordinator, University Writing Centre, UB-North

University of The Bahamas is pleased to invite applications for the position of Coordinator, University Writing Centre, UB-North, Grand Bahama. This full-time appointment will begin 2 August 2018.

UB-North is seeking a coordinator for a new Writing Centre to serve the writing needs of all students, both full-time and part-time, by providing writing tutorials, individualized English instruction, writing workshops, computer services and access to relevant grammar/writing reference materials. A staff position, the Coordinator will provide leadership for all programmes and services offered by the Centre and will be responsible for the daily management and supervision of the Centre's services and staff. We especially invite applications from persons who can demonstrate the ability to initiate programmes/services/courses that enrich the undergraduate educational experience.

Responsibilities. Oversee the day-to-day operation of the Writing Centre; develop and coordinate programmes and services that provide successful creative and academic writing support for all students; establish and implement policies and procedures that ensure the integrity and consistency of programmes/services offered by the Centre; select, train and supervise student tutors and volunteers; engage in related research; liaise with faculty and academic units; serve on university-wide committees.

Qualifications. Candidates must have an earned master's degree or higher in Rhetoric and Composition, English, Communication or a relevant field from an accredited institution; evidence of the ability to develop and coordinate programmes and services which provide successful creative and academic writing support for students; evidence of research and scholarly activities.

Setting. The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter describing how the applicant's professional qualifications and experience relate to the responsibilities of the position;
2. Copies of academic qualifications;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Three letters of reference;
7. Completed UB Application for Employment Form found at this link:
<http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf>

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/document with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact provostoffice@ub.edu.bs.