

Official Title: Director, Graduate Writing Center
Pay Schedule: AD-09

Non-Tenure Track

A. Summary: The Director of the Graduate Writing Center (GWC) is the head of the academic unit charged with developing and delivering professional communication instruction to NPS students. In addition, the Director is responsible for supervision of the thesis processing team charged with reviewing the final student products against established formatting standards. The incumbent reports to the Dean of Research. The work of the Center is also reviewed by the other members of the Executive Committee of the GWC. The incumbent is expected to participate in course development and delivery within the Center's curricula and to interact professionally in a variety of national and international fora related to the critique of the various approaches to writing instruction.

B. Duties: The Director:

- organizes, manages, budgets for, and governs the GWC to carry out the relevant NPS policies and to accomplish the educational objectives;
- develops instructional modules on graduate-level writing techniques;
- develops instructional modules on ethical writing;
- supervises the full-time staff members of the GWC, including those working on instructional module development and delivery or tutoring, and those working in the thesis processing area;
- develops the statements of work and the independent government estimates for contracts related to educational material production or tutoring;
- tracks the student utilization rates for the various instructional modules and tutoring support provided by the GWC and reports on the rates and trends regularly to the Executive Committee of the GWC;
- maintains familiarity with related activities at civilian educational institutions and technical and industrial organizations to keep education and research programs abreast of educational and technical advances;
- provides academic advice, service, or consultation to other Defense Universities; and
- performs other duties related to writing instruction or evaluation as required.

C. Scope of Duties: The Director GWC is the supervisor for all assigned faculty and staff within the Center. The Director leads the academic enterprise at the program level and provides significant support to NPS and Navy leadership with respect to writing instruction and program requirements. The Director may engage with students and instructors who are located at duty stations across the world as well as at Monterey.

D. Qualifications: To be effective in this position the incumbent must have broad understanding of NPS faculty activities as well as student academic procedures. The incumbent must be familiar with contracting regulations, with NPS procedures relating to student thesis work, and with graduate writing center resource requirements. The incumbent must be an excellent writer and speaker and be able to present lectures on scientific writing and methods of writing effectively. Other qualifications include:

- A graduate or terminal degree in a discipline relevant to NPS curricula or focused on writing and writing instruction;
- accomplishments in education and research commensurate with appointment as a faculty member;
- significant prior experience in an academic management/leadership position, or similar professional experience, and
- familiarity with DoN/DoD

E. Special Requirements: Position designated non-critical sensitive (requiring Secret eligibility) unless otherwise designated via the Position Designation Tool on the AD PD Addendum; incumbent required to file OGE 450, Confidential Financial Disclosure Report.