MidAmerica Nazarene University is seeking a **Writing Specialist** to join the University's leadership team. The Writing Specialist reports to the Director of the Kresge Academic Support Center and is responsible for creating an innovative and student centered writing across the disciplines program for undergraduate students. The program includes developing a cutting edge developmental writing program along with writing integration opportunities for all undergraduate students in all discipline areas. This is a grant funded position that is renewable annually based on Title III grant funds.

Candidates for this full time staff position should be able to demonstrate a commitment to education delivered with a Christ-centered worldview, a strong commitment to excellence and the mission of MidAmerica Nazarene University, along with evidence of collaborative servant leadership that is focused on team building.

**Essential Duties and Responsibilities:**

- Develop a multi-year scope and sequence of an integrated writing across the disciplines program.
- Develop and implement revised developmental writing courses based on Title III project objectives, analysis of a needs assessment and current trends in developmental writing courses.
- Conduct writing workshops and tutoring sessions in person and online for students and faculty/staff.
- Integrate technology during classroom instruction to increase technology and writing literacy.
- Assist in the selection of appropriate on line and hard copy materials for the delivery of writing assistance within the Kresge Center.
- Train and supervise writing peer-tutors.
- Work collaboratively with faculty and staff in support of students in developing a culture of academic literacy at all levels of the university.

**Qualifications/Skills Required:**

- Master’s degree in an appropriate field preferred.
- Minimum of 3 years working with students in a teaching/tutoring capacity.
- Knowledge of the learning needs of underprepared students.
- Strong interpersonal skills to engage, motivate and support students of all ages.
- Proficiency in the use of web-tools including online chat, webinars and learning management systems.
- Proven record of excellence in teaching in higher education.
Application: Candidates wishing to apply for this position should send the following documentation to Nancy Merimee, Director of Human Resources at nsmerimee@mnu.edu. Questions may be addressed to this email address or by telephone to 913-971-3427.

- Letter of application
- Complete curriculum vita or resume
- University transcripts from all universities from which degrees were received (scan and attach) or request mailing from appropriate university
- Statement of Faith, including personal faith history and vision for integrating faith and learning. (2 page maximum)

Mailing address:
Nancy Merimee, Director of Human Resources
MidAmerica Nazarene University
2030 E College Way
Olathe, KS 66062

Review of applications will begin immediately and continue until the position is filled.

MidAmerica is very much interested in reviewing applications from qualified members of traditionally underrepresented groups in America, including women and racial and ethnic minorities.

MidAmerica Nazarene University policy prohibits discrimination on the basis of race, gender, age, color, creed, national or ethnic origin, marital status, or disability in the recruitment and admission of students and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of gender or disability should be addressed to the Vice Provost, university coordinator of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, in the Academic Offices in Lunn Hall, (913) 971-3573.