

## **Mount Tamalpais College Writing Program Coordinator**

Permanent, salaried, full-time position.

Start Date: ASAP (flexible)

Salary: \$80,000-\$110,000, depending on experience

Start Date: ASAP (flexible)

Location: Currently remote; ordinarily at San Rafael office and at San Quentin Prison

The mission of Mount Tamalpais College is to provide an intellectually rigorous, inclusive Associate of Arts degree program and college preparatory program, free of charge, to people at San Quentin State Prison; to expand access to quality higher education for incarcerated people; and to foster the values of equity, civic engagement, independence of thought, and freedom of expression. Mount Tamalpais College is a national leader in providing quality higher education opportunities to incarcerated people and in expanding access to higher education within California's prison system and nationwide. In recognition of our work the organization was awarded the 2015 National Humanities Medal by President Obama.

Reporting to the Academic Program Director, the Writing Program Coordinator is responsible for running the writing program of the organization, including faculty recruitment, training, and supervision; writing curriculum development; and student support and advising.

The Writing Program Coordinator ordinarily spends approximately a third of their time inside the prison and two-thirds at the Mount Tamalpais College office in San Rafael. This job involves up to two miles of walking a day on uneven terrain and some lifting. Duties are currently being performed primarily remotely, with some time at the office. It is unclear when normal programs will resume.

The ideal candidate for this position is an experienced writing educator; has experience training faculty and developing curriculum; is highly organized, detail-oriented, and self-motivated. This person possesses a strong commitment to providing rigorous

educational opportunities to students with diverse academic backgrounds and learning styles, and is capable of managing programmatic and administrative responsibilities independently and efficiently, and enjoys working as a team.

## **Job Responsibilities**

- **Faculty Recruitment, Training, and Supervision**
  - Recruit and screen prospective writing instructors, tutors, and student TAs
  - Conduct faculty training workshops
  - Observe instructors regularly and provide feedback
  - Regularly survey faculty and students, compile and analyze data, and design and implement programmatic improvements
  - Advise instructors on course development, and provide support throughout the semester via faculty meetings and individual consultation
  - Oversee and support student TAs in the writing program
- **Writing Curriculum Development and Refinement**
  - Expand and improve existing writing curriculum, and ensure alignment of courses across the writing sequence
  - Maintain bank of pedagogical resources for writing faculty
  - In collaboration with academic program team, facilitate professional development opportunities for faculty, including through workshops, guest lectures, conferences, and other resources
- **Student Advising, Placement, Tracking, and Support**
  - Provide direct student advising and support
  - In collaboration with academic program team, design and conduct college readiness workshops
  - Design and administer writing placement exams
  - Continually assess student learning and program effectiveness
- **Administrative and other Key Duties**
  - Escort faculty into San Quentin several afternoons and evenings per week, and provide support on-site for faculty and students during those times
  - Communicate regularly with fellow Mount Tamalpais College staff and faculty about student needs and institutional issues, with meticulous attention to detail

- Remain actively engaged with broader professional community of writing and composition educators and professionals, and relevant topics and developments in the field
- Participate actively in professional development activities hosted by Mount Tamalpais College for external practitioners and other stakeholders
- Provide support in assessment cycles for accreditation, including compiling data and continually devising programmatic improvements
- Support various event planning and execution as needed
- Build and maintain course websites
- Carry out other administrative duties (e.g., copying) as assigned

## **Essential Qualifications**

- Master's degree or higher in a relevant field
- Extensive teaching experience and knowledge about best practices in writing education
- Excellent faculty training and development skills
- Outstanding level of organization and attention to detail, capacity for multi-tasking, and ability to prioritize
- Exceptional professionalism, including strong written and verbal communication skills, personal maturity, and clear interpersonal boundaries
- Commitment to fostering a collegial and collaborative work environment
- Strong commitment to academic rigor and inclusive educational practices in adult education
- Ability to communicate effectively with diverse constituents, including students, faculty, staff colleagues, prison staff and administrators, donors, and others
- Strong sense of personal responsibility and exceptionally self-motivated
- Proficiency with, or willingness to be trained in: MS Office Suite including Excel, Google Documents and Groups, Outlook, Microsoft Access, and Salesforce
- Availability to work evenings and weekends regularly

## **Desired Qualifications**

- Familiarity with the field of learning disabilities
- Experience working in an educational leadership capacity
- Experience working with culturally diverse populations with a broad range of educational backgrounds and learning styles

## **Compensation and Benefits**

Mount Tamalpais College offers competitive compensation, flexible work policies, and a collaborative work environment. Our benefits package includes medical, dental, and vision insurance, and the full cost of each plan is covered by Mount Tamalpais College. We also offer vacation and holiday pay, as well as opportunities for professional development.

## **How to Apply**

Please submit your cover letter and resume to [hiring@mttamcollege.org](mailto:hiring@mttamcollege.org) with “Writing Program Coordinator” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

We seek candidates who share a commitment to Mount Tamalpais College’s mission. We especially encourage applications from candidates of diverse socio-economic backgrounds; and/or who reflect the cultural, ethnic and racial diversity of our student body; as well as people directly impacted by incarceration. We welcome applicants who are LGBTQ and/or gender diverse.

## **Statement of Non-Discrimination**

Mount Tamalpais College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.