

## **Position in the Writing Center, Sabanci University, ISTANBUL/ TURKEY**

We are pleased to invite applicants for a full-time [12 month] position within the Sabanci University Writing Center.

**Sabanci University [SU]** is the only liberal arts university of its kind in Turkey. An interdisciplinary, English medium university with a state of the art technological infrastructure, Sabanci University is dedicated to the creation and dissemination of knowledge for the public good.

**The Sabanci University Writing Center [SUWC]** is one of the units of the **Center for Individual Academic Development [CIAD]** which aims to facilitate students' adaptation to university life; thus providing a smooth transition from secondary to undergraduate and graduate education, enhances the students' opportunities for good career or jobs.

In operation since 2001, SUWC serves the entire university community through five programs: Foundations Development Year, Undergraduate, Graduate, Career and Academic Advising, and Creative Writing. Workshops, tutorials, modules, and adjunct courses comprise the main activities of the Writing Center, with a strong focus on outreach activities and technology integration in education. By encouraging students to pursue competence in academic discourse, the Center aspires to create a learning environment in which all participants seek mastery of the English language. The Writing Center academic staff fulfils this aim by organizing a wide range of workshops and tutorials. Workshop topics thus possess a broad scope and depth--from oral presentation skills in the classroom or workplace to writing in the disciplines of music, visual arts, or engineering as well as TA and peer-tutor training for writing in or across the disciplines.

By raising awareness of the importance of critical thinking and its fluid expression, the Writing Center aims to encourage SU students to develop as expressive, analytical, critical, and persuasive communicators.

**For more information on Sabanci University, CIAD, and the Writing Center, please see:**

**Sabanci University:** <http://www.sabanciuniv.edu/eng/anasayfa/anasayfa.php>  
<http://www.topuniversities.com/university/543/sabanci-university>

**Center for Individual and Academic Development:**  
[http://www.sabanciuniv.edu/eng/?ogrenim/ogrenime\\_destek/ogrenime\\_destek\\_kapak.html](http://www.sabanciuniv.edu/eng/?ogrenim/ogrenime_destek/ogrenime_destek_kapak.html)

**Writing Center:** <http://www.sabanciuniv.edu/writingcenter>

**This position also offers a generous benefits package.**

**Salary is commensurate with experience and qualifications.**

**The anticipated start date: May 17**

**Deadline for applications: April 26**

Please send curriculum vitae, a teaching dossier with sample course objectives/ outlines and evaluations, a statement of philosophy regarding the position, and three letters of reference in a compact/ compressed file to: [writingcen@sabanciuniv.edu](mailto:writingcen@sabanciuniv.edu)

**The position entails the following:**

**FULL-TIME POSITION**

Qualifications	Position Details
<p><b>Education &amp; Experience</b></p> <ul style="list-style-type: none"> <li>- PhD/ MA in Humanities/ Social Sciences or Education with a concentration in ESL/ELT, Linguistics, or Composition &amp; Rhetoric</li> <li>- At least 5 years university level teaching and 2 years administrative experience in curriculum design, materials development, and/or in-service training in writing-related fields</li> <li>- Teamwork within and beyond university settings in project design, development, and implementation</li> </ul> <p><b>Technological Expertise</b></p> <ul style="list-style-type: none"> <li>- Technology integration to support student teacher inquiry, problem solving, and higher order thinking.</li> <li>- Microsoft Office –<i>Word, PowerPoint, and Excel</i>; <i>Adobe, Photoshop</i></li> </ul> <p><b>Personal &amp; Communicative Skills</b></p> <ul style="list-style-type: none"> <li>- Empathy</li> <li>- Leadership and motivational skills</li> <li>- High threshold for encouragement</li> <li>- Teamwork</li> <li>- Commitment to work and SU mission</li> </ul>	<p><b>Program Responsibilities</b></p> <ul style="list-style-type: none"> <li>- Contribute to the development and expansion of one of the Writing Center’s five programs: <b>Career and Academic Advising</b>.</li> <li>- Additional responsibilities are also within the Foundations Development Year, Undergraduate, Graduate and/or Creative Writing Programs.</li> </ul> <p>The Career and Academic Advising Program aims to assist undergraduates and graduates primarily as in the decision making and application process for graduate study both abroad and in Turkey. The program thus contains a career advising component that serves to familiarize students with issues such as university systems overseas, application constraints for international students, and the process of graduate committee selection. Workshops and tutorials focus upon pre-professional development activities such as CV, submission of sample paper, and statement of purpose writing as well as interviews for fellowships, internships, and/or any sort of post-graduate study, or jobs. Standardized test preparation [GRE, GMAT, and TOEFL] is also a major component of the program. The program is unique in that it supports students in the development of their emerging professional identities, as graduates. As part of this process, the Career and Academic Advising Program liaisons with other units within the University, particularly Career Development.</p> <p>Apart from workshops and tutorials, the position also requires candidates to:</p> <ul style="list-style-type: none"> <li>- Set objectives, design, implement, and evaluate program, methodology, pedagogy, and materials</li> <li>- Share program goals, objectives, and learning outcomes with SUWC and at a broader sense, SU faculty and administration</li> <li>- Create and maintain program resources</li> <li>- Develop and revise program materials</li> <li>- Archive data, redesign, if possible, the current data system</li> <li>- Provide orientation, on-going guidance and support to program assistants and tutors</li> <li>- Collaborate and coordinate program design with SU faculty and administration for feedback</li> <li>- Work closely with coordinator and administration in budget allocations</li> <li>- Represent the Center at CIAD, university, local, and international events</li> </ul> <p>Sabanci University is interdisciplinary, committed to the creative expression and dissemination of knowledge. Applicants are thus encouraged to not only contribute to ongoing projects but also offer activities in areas of their own expertise and/or interest.</p>

Posting also at: <http://www.sabanciuniv.edu/writingcenter> *Bulletin Board*  
<http://www.ewca.sabanciuniv.edu> *Bulletin Board*