

# **Assistant Director, MFA in Writing**



**Posting Date:** 05/2018

## **JOB SUMMARY**

**Reports To:** Program Director, MFA in Writing

The MFA in Writing Assistant Director has shared responsibility, with the Program Director, for the day-to-day routine functioning of the program and residency. Duties include, but are not limited to: providing general support for Program Director in daily activities and program correspondence; coordinating with VCFA offices to provide student and faculty records and information; coordinating with the Admissions Office and Program Director on Admissions duties; supporting Program Director with residency planning; overseeing, with Program Director, day-to-day residency events; and overseeing regular semester work of students and faculty. Additionally, this position supervises the work of the MFA in Writing Program Assistant.

## **PRINCIPAL DUTIES & RESPONSIBILITIES**

**Provide general support for Program Director in daily activities and program correspondence**

- Coordinate communication and serve as contact for routine information with newly accepted students prior to enrollment
- Act as liaison to other College offices to assure smooth matriculation of new students
- Serve as point of contact for students and faculty in routine program work and communications

**Oversee coordination with VCFA offices to provide student and faculty records and information**

- Manage student files and records in Power Campus and serve as liaison to Registrar, Bursar, and Financial Aid
- Provide Human Resources with faculty personnel forms and information
- Manage records for faculty manuscript-reading fees and submission of data and forms for reimbursement

**Coordinate with Admissions and Program Director on Admissions duties**

- Communicate with prospective students in recruitment
- Process application materials and the distribute to the Faculty Committee

### **Support Program Director with residency planning**

- Prepare residency materials and communicate residency requirements to students and faculty
- Prepare letters of agreement for faculty
- Prepare contracts for and make other arrangements with visiting writers
- Work with Disability Services Coordinator to meet special student needs
- Work with facilities, campus relations, hospitality, IT, and library for residency set-ups, meetings, and other needed services; organize classroom and dormitory space for residencies
- Coordinate book ordering with College Store Manager
- Arrange services, contracts and payment for various outside vendors
- Oversee faculty residency travel reservations and reimbursement

### **Oversee, with Program Director, day-to-day residency events**

- Co-lead student orientation sessions; attend student and faculty meetings as needed
- Manage graduate assistants; provide training and supervision as appropriate
- Resolve routine student, faculty, and support-services issues as they arise
- Manage distribution and collection of residency information, forms, and evaluations

### **Oversee regular semester work of students and faculty**

- Manage semester calendar, requirements, records, data systems, and communications
- Maintain regular contact with students and faculty throughout the semester; address student and faculty problems and/or refer to Program Director as appropriate
- Oversee content on the Writing Commons as well as program-related content on the VCFA website and other forums
- Coordinate the review process for recipients of named scholarship awards
- Integrate new forms and systems as needed

### **Additional duties**

- Direct, train, and supervise the work of the MFAW Program Assistant
- Assist with special events for Program and College as needed, such as VCFA's Open House and alumni reunions
- Serve on administrative committees and participate in college events as needed

## **REQUIRED SKILLS & ABILITIES**

- Detail-oriented and flexible
- Ability to work outside of given office hours, particularly before and during residencies in January and July
- Excellent computer skills
- Excellent written, oral, and interpersonal communication skills
- Ability to multi-task and “switch gears” while remaining organized
- Experience working with students, staff, and faculty in educational setting preferred
- Ability to articulate goals and strengths of the program as well as the overall mission of the College

## **REQUIRED SKILLS & ABILITIES**

Knowledge and skills at a level typically achieved through the completion of a bachelor’s degree and at least two years’ experience in an academic administrative position or equivalent.

This description is not intended to be all-inclusive. The Associate Director will perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

### **TO APPLY:**

Please visit [vcfa.edu/careers](http://vcfa.edu/careers) for application details.