



Savannah State University Position Description – QEP Director

POSITION DESCRIPTION

Position Title: QEP Director

FLSA Status: Exempt

Reports To: Vice President of Academic Affairs

Department: Academic Affairs

Date Prepared: March 1, 2011

BASIC FUNCTION

The Director will collaborate with existing campus resources, entities, and services to promote the QEP and student learning.

NATURE & SCOPE

Reporting to the Vice President of Academic Affairs the Director will coordinate community partners, talented students, and motivated faculty in multiple interdisciplinary endeavors to shape and improve attitudes about writing on campus. The Director will be responsible for implementing and assessing the cross-curricular and co-curricular activities related to the QEP, will manage the grant/stipend/incentive activities related to the QEP, and will coordinate faculty in QEP-related activities (including collection of assessment data).

PRINCIPAL ACCOUNTABILITIES

- Work closely with the Office of Institutional Planning, Research, and Assessment to analyze the effectiveness of the QEP
- Compile a five year evaluation and report of the activities and success of the QEP for SACS
- Make regular reports to the QEP Advisory Board
- Stay current on best practices related to the QEP
- Facilitate workshops, training, and other opportunities to disseminate knowledge to campus stake-holders
- Implement and assess the cross-curricular and co-curricular activities related to the QEP
- Manage the grant/stipend/incentive activities related to the QEP
- Coordinate faculty in QEP-related activities (including collection of assessment data)

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Minimum Masters degree, PhD preferred in Rhetoric and/or Composition (or comparable field) – an emphasis with writing in/across the Disciplines is strongly desired. Commitment to student learning and experience with learning environments Management experience with complex projects, involving multiple stakeholders. Collegiate-level assessment expertise, results-oriented focus and assertive personality. Strong interpersonal and communication skills, ability to collaborate effectively and openly with diverse campus entities, excellent written and verbal communication skills, excellent organizational skills with an attention to detail.