

**Madonna University**  
**Job Description**

**Job Title:** Director of First Year Composition  
**Department:** Writing Program  
**Reports To:** Communication, Fine and Performing Arts, and Design Department Chair  
**Prepared Date:** April 10, 2025

**SUMMARY**

This is a full-time, one-year position, with possible renewal, with faculty rank and responsibilities that include staffing, scheduling, and teaching first year composition courses and training composition instructors. Compensation based on qualifications and experience.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1) Supervises the administration, creation and evaluation of supplemental instruction for incoming students in conjunction with the Writing Center Director.
- 2) Identifies candidates, interviews, and staffs WRT 1000, 1010, and 1020 classes.
- 3) Schedules WRT 1000, 1010, and 1020 classes each semester.
- 4) Coordinates with the First-Year Experience Director for scheduling Collaborative Studies clusters.
- 5) Supervises adjunct WRT 1000, 1010, 1020 instructors.
- 6) Provides professional development on best practice in writing instruction for adjunct composition faculty.
- 7) Assesses transfer substitutions and equivalencies for WRT 1000, 1010, and 1020.
- 8) Completes assigned teaching load in first year composition courses.
- 9) Represents the Composition Program on University committees.
- 10) Develops presentations for composition and rhetoric conferences.
- 11) Conducts office hours for students, faculty, and staff.
- 12) Responds to student inquiries and/or complaints related to the composition program.
- 13) Conducts faculty performance reviews for composition faculty.
- 14) Performs other faculty duties as assigned and per the Faculty Handbook.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

**MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND  
RESPONSIBILITIES TO THIS JOB AT ANY TIME**

**QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Occasional evening and weekend work required.