VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635

Applications are invited for consideration for appointment to the following position:

<table>
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<tr>
<th>TITLE:</th>
<th>Academic Skills Specialist - Writing</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Humanities</td>
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<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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<tr>
<td>RANK OR POSITION AND SALARY RANGE:</td>
<td>Writing Specialist $30,000.00</td>
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BRIEF DESCRIPTION OF RESPONSIBILITIES: The Writing Specialist will work with freshmen students who enter college needing their writing skills reinforced. The Specialist will work closely with the faculty in assessing students’ weaknesses and in working to improve each student’s writing. The successful candidate will:

- Have a firm grasp of vocabulary and a strong command of grammar, sentence structure, and written communication rules.
- Be prepared to teach grammar rules, spelling, diction, word pronunciation, sentence, punctuation, and essay writing.
- Be able to support students’ communication skills in the classroom, on paper, and online.
- Be well grounded in classroom management and one-on-one conferences and tutoring procedures, especially in regard to scheduling, attendance, and student behavioral concerns.
- Possess cultural competency skills in relation to teaching/tutoring primarily African American students.
- Be able to develop and administer writing diagnostic tests.
- Be able to grade tests, essays, and reports and to analyze graded tests, essays, and reports and identify specific writing problems of individual students.
- Be able to consult with and work hand in hand with colleagues (writing instructors) to improve students’ writing skills.

QUALIFICATIONS: The successful candidate will hold a minimum of a Bachelor’s degree in English or in Education with a concentration in English. At least two (2) years of teaching experience required.

SPECIAL INFORMATION: Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college has 900 plus full and part-time students and 52 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, Tennessee. The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.
Persons interested in the above position should submit a resume along with a letter of interest to:

Rust College
150 Rust Avenue
Holly Springs, MS 38635
Telephone: (601) 252-8000 ext. 4010 (Personnel Office)
E-Mail: ppegues@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until qualified candidate is found
POSTING DATE: July 23, 2020

RUST COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER