

Assistant Director of Academic Engagement Multilingual  
and Writing Services  
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=263089>

Downloaded On: Sep. 29, 2025 4:04pm

Posted Sep. 29, 2025, set to expire Jan. 26, 2026

**Job Title** Assistant Director of Academic Engagement Multilingual and  
Writing Services

**Department** Student Success and Engagement

**Institution** Marian University  
Indianapolis, Indiana

**Date Posted** Sep. 29, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Student Affairs

**Job Website** <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=be4effec-5722-4c72-bf82-58c234b2fc8d>

**Apply By Email**

**Job Description**

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Assistant Director of Academic Engagement Multilingual & Writing Services to promote our Catholic Franciscan mission and identity by ensuring quality support for multilingual learners as well as writing within the disciplines and across the curriculum.

The assistant director also collaborates with academic departments to ensure alignment with disciplinary needs and expectations, while developing innovative approaches to meet the evolving needs of writers and ELL/multilingual learners at a research university.

Assistant Director of Academic Engagement Multilingual  
and Writing Services  
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=263089>

Downloaded On: Sep. 29, 2025 4:04pm

Posted Sep. 29, 2025, set to expire Jan. 26, 2026

The Assistant Director of Academic Engagement Multilingual & Writing Services is a self-starter with exceptional relational skills. The Assistant Director of Academic Engagement Multilingual & Writing Services needs the ability to make presentations as well as represent Marian University in a positive and professional way to all student populations. Additionally, this person will collaborate with various academic support departments, develops and maintains program-specific academic resources, leads regular programming initiatives, and supervises a team of professional writing consultants. This position works closely with all partners within Marian University's Academic Commons.

Essential Duties and Responsibilities:

Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.

Conduct 1:1 and group writing consultations for learners across disciplines.

Maintain the online scheduling system, monitors usage statistics, and oversees writing consultant schedules.

Collaborate with the English department for undergraduate writing support.

Regularly collaborate with academic affairs and student affairs colleagues to determine support needs for the university's ELL/multilingual population.

Develop English Conversation Circles (ECCs) alongside peer facilitators.

Teach one course per academic semester: Fall and Spring.

Promote a writing culture within the disciplines and across the curriculum.

Supervise, train, and evaluate a team of professional writing consultants.

Ensure consistent service quality across all consultation formats and learner populations.

Collaborate with peer tutoring by training writing and ELL/multilingual support tutors.

Create and maintain program-specific LibGuides with emphasis on specialized writing and multilingual resources.

Develop discipline-specific writing guides, templates, and sample papers tailored to program requirements, and writing style guides.

Design, lead, and support regular programming initiatives, including success seminars, ECCs, Writer Wellness, and Writing Studio.

University Expectations:

Knowledge of and a commitment to the mission of Marian University

Adheres to Marian University's policies and procedures

Shows courtesy and respect in interactions with fellow employees, students subordinates, and supervisors

Assistant Director of Academic Engagement Multilingual  
and Writing Services  
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=263089>

Downloaded On: Sep. 29, 2025 4:04pm

Posted Sep. 29, 2025, set to expire Jan. 26, 2026

Communicates regularly with supervisor about Department issues  
Meets department productivity standards  
Participates in developing department goals, objective, and systems  
Assists to establish department measurements that align and support the accomplishment of the University's strategic goals  
Adheres to the department budget  
Required Qualifications:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To be qualified for this position the candidate must have

A Master's degree in English, Writing, Rhetoric, Composition Studies, Multilingual Education, or related field.

Experience working with multilingual populations.

Experience with providing writing feedback.

Excellent oral and written communication skills.

Preference will be given to individuals with the following qualifications:

Earned terminal degree in English, Writing, Rhetoric, Composition Studies, Multilingual Education, Education, Higher Education, or related field.

English Language Learning endorsement.

Experience supervising professional staff.

Experience collaborating with faculty and leaders to identify learners' needs.

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

Cover Letter

Current resume or CV

Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.

Responses to the supplementary mission & identity questions.

Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

Assistant Director of Academic Engagement Multilingual  
and Writing Services  
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=263089>

Downloaded On: Sep. 29, 2025 4:04pm

Posted Sep. 29, 2025, set to expire Jan. 26, 2026

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

**Equal Opportunity Employer**

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

,