Upper School Writing Center Coordinator

Columbus School for Girls (CSG) is an independent day school in Columbus, Ohio, founded in 1898, serving diverse students in grades pre-k through grade 12. CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 540 students, 120 faculty and staff, and 2,500 active alumnae. CSG’s 8-acre academic campus in the beautiful Bexley neighborhood is a ten-minute drive from downtown Columbus, a city bustling with artistic, civic, and shopping experiences. Having just completed a strategic plan to guide the School’s direction over the next several years, CSG offers an exceptional, student-centered academic experience with strong offerings in the arts, an impressive athletic program, and a health and wellness curriculum that is unique in Central Ohio. This combination of academics and skills ensures that CSG students will be well prepared for life beyond CSG.

Columbus School for Girls seeks to hire an energetic and dedicated full-time Upper School Writing Center Coordinator to begin in the 2022-23 academic year.

Major Functions and Responsibilities:

- Plan and staff Writing Center daily, assisting students on a variety of texts across disciplines
- Work with College Counseling to coordinate college essay reading / editing schedule
- Develop a Student Writing Tutor program to train and mentor students as peer tutors
- Collaborate with English department and general upper school faculty to ensure cohesive, rich, and diverse writing programming
- Assist with advising of the Upper School newspaper (Silhouette) club and or course as needed
- Participate actively in the life of the school, including leading clubs and/or activities, supervising study halls, and possibly coaching.
- Active participation in all faculty and staff meetings.
- Depending on candidate’s expertise and interest, this position may include other instructional opportunities

Qualifications and Experience:

- An undergraduate degree in a humanities-related field with at least three years of experience supporting students in the writing process preferred
- Familiarity with diverse ways of engaging students over a range of learning styles enhanced by a desire to try new approaches to support the writing process
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- Excellent communication skills, interest in and experience in engaging adolescents, and the ability to work well within a diverse, collaborative environment
- Demonstrated interest in and engagement with multicultural education and diversity, equity, inclusion, and belonging
- A continuous commitment to improve teaching proficiency
- A commitment to and an understanding of the importance of an all-girls education

Interested candidates should apply on the Career page of our website at: 
https://www.columbusschoolforgirls.org/about/careers and submit a cover letter outlining their interest in and qualifications for this specific position including a resume.

Columbus School for Girls celebrates the diversity of our school and local communities including race, color, religion, national or ethnic origin, gender, sexual orientation, and gender identity. We welcome candidates representing the diversity of the world in our educational program, admissions, financial aid program, staff hiring, and other school-administered programs.