



**WPWP Tech Liaison and Online Editor:** The Western Pennsylvania Writing Project seeks a WPWP fellow to serve as the tech liaison and online editor for WPWP publications. The tech liaison and editor will work closely with the site director and members of the WPWP Leadership Team to promote the WPWP through its use of online materials, including its website, its fellows database, and publications affiliated with the Young Writers Institutes. In addition, the tech liaison will assist with the online reporting for the NWP Site Profile and facilitate local aspects for national online projects, such as the summer E-Anthology and teacher-consultant participation in NWP special-focus online discussions.

### **Responsibilities**

The WPWP Technology liaison and online editor will perform a variety of duties throughout the year, some predictable and specific, others as needed. The total time commitment is variable but in the neighborhood of 10 hours a month with slightly more hours in the summer. Responsibilities include the following activities:

- Leading strategic thinking on website design, functionality and maintenance
- Leading the strategic thinking on ways in which technology might support the core goals of the site
- Helping to expand leadership at the site on technology-related issues
- Planning for and coordinating communication among fellows via online forums
- Leading technology-related workshops for the Summer Institute for Teachers
- Attending the NWP annual meeting
- Serving on the WPWP Leadership Team
- Serving as the primary digital editor for online publications related to the WPWP, including a SIT anthology of fellows writing, Threads, and YWI anthologies
- Assisting with the development of a spring conference on digital literacy

### **Qualifications**

Candidates for the tech liaison and online editor position must be fellows of the Western Pennsylvania Writing Project. A history of participating in Western Pennsylvania Writing Project activities is strongly preferred, as is a strong interest in sustaining and developing the site.

### **Compensation**

The tech liaison and online editor will receive a stipend of \$4,000, payable in four installments of \$1,000 in November 2010, January 2011, March 2011, and June 2011. In addition, travel expenses to the NWP annual meeting in November will be covered.

### **Selection Process:**

Applications and nominations for the tech liaison position are due by July 30, 2010. Each candidate should submit a resume and a letter of interest and indicating Western Pennsylvania Writing Project involvement. The site director, a committee of WPWP fellows, and faculty from the School of Education, will review candidates. Upon recommendation, the tech liaison and editor may serve for more than one year, but will not serve for more than three consecutive years.