

Adjunct Faculty, Business, Government, And Technical
Communications
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=227592>

Downloaded On: May. 9, 2024 4:55am

Posted Dec. 15, 2023, set to expire Nov. 29, 2024

Job Title	Adjunct Faculty, Business, Government, And Technical Communications
Department	Business
Institution	Austin Community College Austin, Texas
Date Posted	Dec. 15, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Adjunct Professor
Academic Field(s)	Business
Apply Online Here	https://apptrkr.com/4868605

Apply By Email

Job Description

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Adjunct Faculty, Business, Government, And Technical Communications

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a diverse population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Reflects the diversity of our community
- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for under-represented populations
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Commitment to Equity and Inclusion

ACC is committed to the ongoing systemic changes needed to ensure the increased recruitment, inclusion, retention, and completion of historically underserved and underrepresented populations. Through continual strategic community engagement and professional development of administrators, faculty, staff, and students, the college demonstrates its dedication to fostering a culture and climate for equitable outcomes.

ACC is proud to serve a diverse student body as an open-access and low-cost institution. Dedicated faculty members are excellent professors who help students achieve their educational goals and are sensitive to our students' diverse cultures and socio-economic backgrounds. In 2017 our faculty adopted a Statement of ACC Faculty Values. This Statement affirms that ACC's faculty members value collaboration, service, agency, scholarship, inclusion, and teaching, all of which attest to our commitment to equity, diversity, and inclusion at the heart of our mission.

Job Posting Title:

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Job Description Summary:

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Responsible to prepare and deliver Technical Communications coursework (technical writing and other areas) in engaging, innovative, and discipline-appropriate ways that reflect a commitment to success equity, respect for individuality, an understanding of culturally responsive teaching, and knowledge of the teaching field. Meets professional standards for faculty in accordance with college policies and procedures.

Job Description:

Principal Responsibilities and Duties

- Prepare and teach courses in the field of **Technical Communications** and technical writing to a diverse student population based on the department's approved course learning outcomes, utilizing a variety of instructional strategies appropriate to the needs of community college students and the standards of the discipline.
- Evaluate student progress and provide clear, timely feedback reflecting program learning outcomes and departmental expectations.
- Provide teaching and mentoring services to students in a manner which does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, political affiliation, or other protected categories.
- Remain current in the field through a variety of professional development activities.
- Perform other related tasks as assigned by the Department Chair, Dean, and/or Associate Vice Chancellor, Vice Chancellor, Executive Vice Chancellor.

Additional Duties

- Experienced faculty are needed to teach Technical Writing courses at various ACC campuses for in-person classes, in addition to teaching distance-learning (synchronous and asynchronous). Experience with working with both high school and college populations preferred.

Technology

- Demonstrated proficiency using computer applications, online resources, and other technologies for the classroom. Demonstrated proficiency using an online learning management system such as Blackboard to develop and build course content and perform administrative duties (posting

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office hours, syllabi, etc.)

Principal Professional Standards.

- Meet deadlines for attendance certification and submission of final course grades.
- Maintain regular office hours to assist students and improve student retention and success.
- Recognize and reflect standards of civility and collegiality in all interactions.
- Comply with published college policies and procedures and meet professional standards for teaching in a community college.
- Appropriate use of the College's learning management system.

Required Education

- Educational requirements in accordance with SACSCOC accreditation standards. Please review the minimum qualifications for teaching our Technical Writing courses here:
<https://www.austincc.edu/employment-at-acc/full-time-and-adjunct-faculty-position-information/minimum-credential-qualification-requirements>.
- No substitution for educational requirements.

Qualities of a Successful Candidate

- Successful, demonstrated experience teaching ENGL 2311: Technical and Business Writing in the classroom and via distance learning
- Successful, demonstrated experience teaching the knowledge, skills, and abilities of technical writing, including: Online Helps and Help-Authoring tools, Digital Publishing Systems, structured authoring, single-sourcing, XML, XHTML, CSS, Documentation Process and Content Management, DITA, Web-Based Content Management Systems (Drupal), Digital Publishing Systems, API, Jira, Github, Asana, or emerging technical writing technologies, concepts, and tools.

Application Requirements

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Application must be submitted by the closing date for this position.

Criminal Background Check

Pre-employment criminal background checks are required for all staff and faculty positions.

ACC Benefits Overview

Full-time faculty and staffing table employees who work in full-time and/or part-time positions at the college are eligible for ACC medical benefits effective the first of the month after their first 60 days of employment. Benefits include medical, dental, life insurance, short- and long-term disability, retirement plans and AD&D.

ACC does not participate in Social Security. ACC participates in the Teacher Retirement System of Texas (TRS) and the Optional Retirement Program (ORP-Faculty and Administrators Only). Part-time and Hourly employees participate in the ACC Money Purchase Plan (ACCMPP) as a retirement program required by federal law.

Working Conditions

- Work is routinely performed in an office/classroom environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- Ability to lift up to 10 pounds.
- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Number of Openings:

5

Job Posting Close Date:

January 31, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act

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(Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Adjunct-Faculty--Business--Government--and-Technical-Communications_R-4891

Contact Information

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

Contact

Business
Austin Community College

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