

**Adjunct Faculty, Communication Studies  
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=232651>

Downloaded On: May. 9, 2024 2:26pm

Posted Mar. 11, 2024, set to expire Nov. 29, 2024

**Job Title** Adjunct Faculty, Communication Studies  
**Department** Communication Studies  
**Institution** Austin Community College  
Austin, Texas

**Date Posted** Mar. 11, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Adjunct Professor

**Academic Field(s)** Social Sciences - Communication

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**Job Description**

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**Adjunct Faculty, Communication Studies**

**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 multicultural 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:

- 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 populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

**Job Posting Title:**

Adjunct Faculty, Communication Studies

**Job Description Summary:**

Responsible to prepare and deliver Communication Studies coursework in engaging, innovative, and discipline-appropriate ways that reflect a commitment to success, equity, 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 **Communication Studies** to a multicultural 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.

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- 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**

- Teach our current Dual Credit and Early College HS courses, in addition to traditional ACC courses. These courses are classes located on both ACC and various High School campuses for in-person teaching.

**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 office hours, syllabi, etc.)

**Principal Professional Standards**

- Appropriate use of the college's learning management system.
- Meet deadlines for attendance certification and submission of final course grades.
- Participate in graduation, general assembly, and other official college functions.
- Maintain regular office hours to assist students and improve student retention and success.
- Attend and participate in collegewide, campus, department, or other activities and meetings.
- 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.

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### **Required Education**

Educational requirements in accordance with SACSCOC accreditation standards:

- Master's degree with 18 graduate hours in Communication Studies or a cognate field (Communication, Communication & Rhetoric, Human Communication, Interpersonal Communication, Organizational Communication, Public Communication, or Speech Communication)

There is no substitution for educational requirements for these positions.

### **Preferred Experience**

- Faculty with expertise and experience working with both high school and college populations preferred.

### **Qualities of a Successful Candidate**

- A commitment to establishing and maintaining positive working relationships with students, colleagues, and staff representing diverse ethnic, cultural, and socioeconomic backgrounds.
- Dynamic, non-traditional instructional delivery methods to teach students of widely varying levels of proficiency and from diverse backgrounds and abilities.
- Appropriate and up-to-date knowledge of the discipline and subject matter.
- Experience using technology as an instructional aide where appropriate to enhance learning.
- Documented experience with active and applied teaching and learning methodologies.
- A strong commitment to teaching in a community college setting, including teaching practices that reflect an understanding of the multicultural classroom and the benefits of cultural awareness and sensitivity in the classroom and the workplace.
- Ability to communicate effectively with students with a wide range of skills and backgrounds.
- Strong organizational skills, attention to detail, ability to maintain an established schedule, including evenings and weekends, including possible multiple campus locations that may vary by semester.
- Commitment to maintaining confidentiality of student information.

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### **Application Requirements**

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

1. Upload the following documents to your application:

- Unofficial/copy of transcripts
- Updated Curriculum Vitae (C.V.) or Resume
- Cover letter - explaining interest in the position

2. Request official electronic transcripts to be sent directly from the institution to [hrtranscripts@austincc.edu](mailto:hrtranscripts@austincc.edu). This email address must be entered as the recipient. Please do not select "Austin Community College" from a menu. It will not be received by ACC Human Resources. If you need assistance, please contact your university's registrar's office. If official electronic transcripts are not an option, a hardcopy can be mailed to the following address:

ACC Human Resources

Attn: E.M. Breedlove

6101 Highland Campus Dr., Bldg 3000, Suite 3.2224

Austin, TX 78752

Photocopies of transcripts or transcripts stamped "issued to student" are not accepted.

### **Criminal Background Check**

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

### **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.

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**Number of Openings:**3

**Job Posting Close Date:**

August 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 (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--Communication-Studies\\_R-5799](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Adjunct-Faculty--Communication-Studies_R-5799)

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**Contact Information**

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

**Contact**

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Austin Community College

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