

Faculty, Technical Communications
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=245647>

Downloaded On: Sep. 27, 2024 1:19am

Posted Sep. 23, 2024, set to expire Nov. 29, 2024

Job Title	Faculty, Technical Communications
Department	Technical Communications
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Social Sciences - Communication
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Job Description	

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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:

Faculty, Technical Communications

Job Description Summary:

Responsible to prepare and deliver Technical Communications coursework in engaging, innovative, and discipline-appropriate ways that reflect a commitment to student success, understanding of culturally responsive teaching, and knowledge of the teaching field. Our department teaches courses in a variety of modalities, including in-person and distance-learning courses. We are seeking a colleague who can join our department in August 2025.

Job Description:

The Technical Communications Department is a part of the Communication Studies Department here at Austin Community College. Technical Communications offers a variety of courses, including Business and Technical Writing, which prepare students for careers in business, technology, and other sectors which rely on written communications that meet the standards of various audiences. We seek instructors who can engage and facilitate learning for our students in current software, programming languages, and platforms that prepare them to write, design, and communicate effectively.

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Principal Responsibilities and Duties

- Prepare and teach courses in the field of Technical Communications 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.
- Participate actively in departmental responsibilities and departmental governance, including curriculum review and revision, program review, assessment of student learning outcomes at the course and program level, and other departmental activities.
- Evaluate student progress and provide clear, timely feedback reflecting program learning outcomes and departmental expectations.
- Serve as a mentor to students in the Technical Communications program.
- 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.
- Support division and department goals through active and collegial engagement in decision-making and unit-level planning.
- Serve on collegewide and departmental committees, councils, work groups, and task forces.
- Perform other related tasks as assigned by the department chair, dean, and/or associate vice chancellor, vice chancellor, executive vice chancellor.

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.

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- 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.

Required Education

In accordance with Southern Association of College and Schools Commission on Colleges (SACSCOC) requirements:

- Master's Degree in Technical Communications or English; or
- Master's degree with 18 hours in Technical Communication or English.

SACSCOC requirements may differ depending on the courses taught within the discipline.

Preferred Work Experience

- Three years of non-teaching, industry-related work experience within technical communications and/or technical writing.

Qualities of a Successful Candidate

- Ethics, integrity, and sound professional judgment.
- A commitment to establishing and maintaining positive working relationships with students, colleagues, and staff representing multicultural and socioeconomic backgrounds.
- Dynamic, non-traditional instructional delivery methods to teach students of widely varying levels of proficiency and from various 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

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reflect an understanding of the multicultural classroom and the benefits of cultural awareness and sensitivity in the classroom and the workplace.

- Commitment to a culture of care for all.
- Commitment to the comprehensive mission of Austin Community College and to the principles and practices associated with Servant-Leadership.
- Ability to communicate effectively with students with a wide range of skills and backgrounds.
- Strong interpersonal skills and ability to work with varied populations from the local community as well as students, staff, faculty, and administration.
- Strength in communication media, both verbal and written, as well as listening.
- 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.
- Understanding of what it means to teach in a community college environment that serves often underprepared and underserved students.

Application Requirements

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. 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: Alisol Martinez

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6101 Highland Campus Dr., Bldg 3000, Suite 3.2224

Austin, TX 78752

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

Working Conditions

- Work is routinely performed in a classroom or laboratory setting.
- Subject to standing, walking, sitting, and reaching for extended periods of time.
- 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.

Salary Range

\$69,787 - \$94,871 (Based on a 10.5 month contract to start Fall 2025)

Number of Openings:

1

Job Posting Close Date:

November 4, 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



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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/Faculty--Technical-Communications_R-6695

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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