

Adjunct Faculty, Technical Communications
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=257104>

Downloaded On: Jun. 7, 2025 7:01am

Posted May 19, 2025, set to expire Nov. 29, 2025

Job Title Adjunct Faculty, Technical Communications
Department Humanities
Institution Austin Community College
Austin, Texas

Date Posted May 19, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Adjunct Professor

Academic Field(s) Humanities - Other

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Job Description

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Adjunct Faculty, 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.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[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, 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 success equity, an understanding of culturally responsive teaching, and current 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** 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

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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 of Technical Communications and applicable areas 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, and other Administrators.

Additional Duties

- Participate in department shared governance (additional compensation on hourly basis)

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

- 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. No substitution for educational requirements.

For ENGL 2311 instructors, requirements include:

- Master's degree in Technical Communication or English; **or**
- Master's degree with 18 graduate hours in Technical Communication or English disciplines

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Required Work Experience

For workforce courses (ETWR XXXX), minimum requirements include:

- Bachelor's degree in Technical Communication or English; **or**
- Associate degree in Technical Communication and three (3) years non-teaching work experience

Other Requirements

- Ability and willingness to teach all modes of ENGL 2311 or ETWR sections, including: Classroom (LEC) and Hybrid (HYC) at all ACC campuses; as well as distance-learning courses (ONL/DLS)
- Experience with Blackboard CMS for facilitation of classroom and distance-learning classes and willingness to abide by minimum use standards of the college.

Qualities of a Successful Candidate

- Successful, demonstrated experience teaching ENGL 2311: Technical and Business Writing in the classroom and online
- Successful, demonstrated experience teaching the knowledge, skills, and abilities of technical writing in various content areas (e.g., social media, technical publications, etc.).
- Work experience in the Technical Communications field related to project management, mentorship, facilitating training, creating publications or eDocuments, etc.

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. 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:

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ACC Human Resources

Attn: Prisca M. Baker

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.

Number of Openings:

1

Job Posting Close Date:

August 31, 2025

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

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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--Technical-Communications_R-7658-1

Contact Information

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

Contact

Humanities

Austin Community College

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