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## Human Communication Instructional Specialist PRN

50076BR

Campus: Tempe

Instructional Specialist PRN

### Job Description

Assists in the teaching of online Communication courses.

#### Job Family

Student Advancement

#### Department Name

Hugh Downs School Of Comm

#### Full-Time/Part-Time

PRN

#### VP Code

EXEC VP/PROVOST

#### Scope of Search

Open

#### Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding.

#### Salary Range

\$15.00 per hour

#### Close Date

12-March-2018

#### Category

01

#### Essential Duties

Assists in teaching technical subject matter in online Communication and Business Communication courses.

Utilizes web-based learning technologies.

Answers inquiries and provides information relating to course material.

#### Minimum Qualifications

Bachelor's degree in a field appropriate to the area of assignment; OR, Four years of progressively responsible instructional or subject work experience; OR, Any equivalent

combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

### **Desired Qualifications**

Masters degree preferred in Human Communication or a related field.

Demonstrated knowledge of teaching principles, practices and procedures specific to Communication and Business Communication curricula.

Knowledge of Blackboard technologies.

Evidence of both verbal and written communication skills.

### **Working Environment**

Regularly performs tasks in a standard office environment subject to extended periods of sitting; pushing/pulling/lifting up to 20 pounds; stands, bends, reaches and walks both short and extended distances.

### **Department Statement**

The Hugh Downs School of Human Communication offers BA, BS, and PhD degrees. The undergraduate program currently has approximately 3,000 on-campus and online majors. The School is composed of approximately 24 distinguished interdisciplinary faculty recognized for teaching and research excellence in areas of Human Communication including: health communication, intercultural communication, interpersonal communication, organizational communication, performance studies, and rhetoric.

### **ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree)

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Notice of Availability of the ASU Annual Security and Fire Safety Report**

Arizona State University is committed to providing safety and security resources and information for our students, faculty, staff, and visitors. In accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), ASU publishes an Annual Security and Fire Safety Report, which includes safety and security policies and procedures, crime and fire prevention information, crime and fire statistics, and numerous resources for current and prospective students and employees. To access the ASU Annual Security and Fire Safety Report online, visit <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. A hard copy of this report may be obtained, free of charge, by contacting the ASU Police Department at 480-965-3456 or by visiting the ASU Police Department at 325 E. Apache Blvd., Tempe, Arizona, during business hours (M-F, 8 a.m. to 5 p.m.).

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Background Check Statement**

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

**Instructions to Apply**

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

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