Instructional Specialist PRN
61220BR
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
13-July-2020

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.

Days and Schedule: This is a part-time position with hours as needed. Weekends and evenings may be required.

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
- Evidence of a Bachelor’s degree in Communication (human communication, not mass/media communication) required.
• Demonstrated knowledge of teaching principles, practices and procedures specific to Communication and Business Communication curricula.
• Knowledge of Canvas technologies.
• Evidence of effective verbal and written communication skills.

**Working Environment**

Regularly performs tasks in an environment which may be subject to extended periods of sitting and computer work. Communicates via e-mail and university systems to perform essential duties.

**Department Statement**

The Hugh Downs School of Human Communication offers BA, BS, MA, and PhD degrees. The undergraduate program currently has approximately 3,000 on-campus and online majors. The School is composed of approximately 27 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, as well as rhetoric and public communication.

**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**

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at [https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf](https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf). You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit [https://cfo.asu.edu/relocation-services](https://cfo.asu.edu/relocation-services)

**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.

**IMPORTANT NOTE:** What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.