Lecturer in Human Communication

Arizona State University: The College of Liberal Arts and Sciences: Hugh Downs School of Human Communication

Location
Tempe, AZ

Open Date
Sep 25, 2019

Description
The Hugh Downs School of Human Communication seeks a Lecturer to teach in and to coordinate the student support functions to meet the needs of our rapidly-growing Online MA program. To be successful in this position, you should be a forward thinking self-starter and have excellent organizational skills. Working under limited or minimal supervision, the Lecturer provides guidance to students, provides backend business operations support, and assists with resolving inquiries and unexpected situations. Under the administrative direction of the Director of the Program, this position will support students in making timely progress toward a degree through online academic counseling and support strategies. This is a full-time, benefits-eligible position renewable on an annual basis contingent upon satisfactory performance, availability of resources, and the needs of the university. The anticipated start date is the beginning of the Spring 2020 semester, which formally begins on Monday, January 13, 2020, though the ability to start a few weeks prior due to training and onboarding is ideal.

Department Statement
The Hugh Downs School of Human Communication offers BA, BS, MA, and Ph.D. degrees. The Online Master’s program focuses on communication in the workplace and currently has approximately 300 students. 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.

Working Environment
- This is a fiscal/12-month position that requires for the employee to be based locally in order to work on-campus and to be able to attend meetings.
This position will be required to teach a total of two (2) online MA courses per academic year (one (1) course per semester).

This position may be required to supervise others.

**Essential Duties**

- Provide assistance to program leadership in implementing new curriculum actions and academic programs;
- Collect data to develop program assessment plans and reports;
- Respond to and manage student complaints and problems related to student conduct;
- Coordinate program hiring processes that enhance the teaching mission by providing graders and assistance to the faculty;
- Assess need for and process of course development and redevelopment;
- Oversee development, implementation and maintenance of program portfolio program (i.e., digitation) for students;
- Stay current with and implement new educational technologies for effective online learning;
- Develop and implement a plan for student engagement in the Hugh Downs School and ASU;
- Develop strategic plans for program improvement;
- Assist with academic program implementation, which includes editing and providing feedback on MA program handbook to assure compliance with university, college, and department policies and procedures;
- Act as college/school liaison to current and prospective students, faculty, staff, and external groups on issues related to academic success;
- Work collaboratively and collegially with other units and services throughout the university to facilitate comprehensive student support;
- Attend pertinent professional development and training workshops and seminars;
- Attend program-focused meetings with School, College, and EdPlus personnel;
- Create and monitor class schedules for all terms;
- Work with the Director of the Hugh Downs School and main office staff to manage MA program budget;
- Will advise MA students, as needed.

**Qualifications**

**Minimum Qualifications**

- Doctoral degree in Communication, specializing in organizational, interpersonal, intercultural, health, rhetoric, and/or performance studies (not mass or media) by time of appointment.
- Demonstrated teaching effectiveness in online human communication courses at the university level.
- Extensive experience teaching communication courses in an online environment, with curricular development and design of online classes.

**Desired Qualifications**
- Three (3) years’ experience in student service experience in a higher education setting OR any equivalent combination of experience from which comparable knowledge, skills, and abilities have been achieved.
- High-level of proficiency with formatted documents, spreadsheets, databases, and data retrieval and creating reports from the data.
- Experience interpreting student needs and determining when to refer to other university resources.
- Experience in establishing and maintaining effective working relationships with peers, faculty, students, administration and other interested parties.
- Experience working effectively in an environment subject to quickly changing priorities.
- Experience working with online university systems including PeopleSoft, Canvas, Salesforce.
- Experience in organization of data with attention to detail.
- Experience supervising and overseeing the work of others.
- Demonstrated success meeting the needs of diverse student populations and/or reaching out to diverse communities.

**Application Instructions**

**How to Apply**

To apply, submit a cover letter detailing your qualifications, teaching experience and also address how your past and/or potential contributions to diversity and inclusion will advance ASU’s commitment to inclusive excellence, along with a current curriculum vita and the names, addresses or email addresses, and phone numbers for three professional references. Online application materials will only be accepted through Interfolio: [http://apply.interfolio.com/69085](http://apply.interfolio.com/69085).

The initial deadline to apply is **11:59PM Eastern Standard Time on Friday, November 8, 2019**. If not filled, applications will be evaluated every week thereafter until the search is closed.

The College values our cultural and intellectual diversity, and continually strives to foster a welcoming and inclusive environment. We are especially interested in applicants who can strengthen the diversity of the academic community.

**Equal Employment Opportunity Statement**

A background check is required for employment. 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.

(See [https://www.asu.edu/aad/manuals/acd/acd401.html](https://www.asu.edu/aad/manuals/acd/acd401.html) and [https://www.asu.edu/titleIX/](https://www.asu.edu/titleIX/))

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.