



Position:	<u>ADJUNCT INSTRUCTOR OF COMMUNICATION & TECHNOLOGY</u>		
Department:	<u>Business and Communication</u>	Hours per Week:	<u>Part-time</u>
Reports To:	<u>Sharyn Warren</u>	Posting Date:	<u>03/26/2025</u>

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development at the center focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

All communication instructors at Alverno College collaborate with the department in ensuring quality teaching, learning and assessment. Primary duties and responsibilities include:

- Teach undergraduate courses in communication.
- Assess students based on course learning outcomes.
- Develop and revise curriculum as needed and in collaboration with the program director.
- Engage in ongoing professional development.
- Complete all required course reporting and administration.
- Use Alverno's course management system to share course resources and assess student work.

Qualifications

The successful candidate will be an individual with undergraduate teaching experience in communication preferably including listening, collaboration in teams, information literacy, influence, and advocacy with technological fluency including digital, interactive, and social media. A commitment to teaching within an innovative, outcome-based curriculum is required.

In addition, the following qualifications are sought for all Adjunct faculty:

1. Strong communication skills with faculty, staff, students, and potential students.
2. Must have demonstrated leadership abilities and an understanding of student development, including the ability to balance student needs and take on an institutional perspective.
3. Strong commitment to quality teaching in the liberal arts and to the social justice mission of the college.
4. Experience teaching diverse learners using inclusive practices.
5. Requires the ability to implement learning management software and institutional systems to carry out the administrative functions of the course including use of Brightspace LMS and student information systems for recording course progress.

6. Requires the ability to work in a team setting and work effectively with a variety of audiences and departments.
7. Requires strong organizational skills and the ability to prioritize.
8. Must be able to work during times when courses are scheduled.

Working Conditions

- Onsite, hybrid and/or remote work are available options.

Education

A Ph.D. in Communication or a closely related field is preferred. A Master's degree will be considered.

How to Apply

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach a cover letter addressing essential qualifications, teaching experience, and any plans for scholarship and professional development
 - Curriculum Vitae (CV)
- A statement of teaching philosophy that incorporates commitment to issues of diversity, equity, and inclusion in teaching

Additional materials may be requested if selected for an on-campus interview:

- Two references that can be contacted with at least 2 years of knowledge of candidate in an academic or workplace environment
- Official undergraduate and graduate transcripts

Alverno College is an Equal Opportunity Employer and committed to workplace diversity