

Communication (CM) Instructor and Coordinator at Alverno College

Department: Instructional Services Hours per Week: Full-time, 12 months per year position

Alverno College is seeking experienced applicants for a 12-month, full-time Communication (CM) Instructor and Coordinator in its Instructional Services offices beginning in Summer 2024. At Alverno, CM courses are general education communication experiences that include reading, writing, speaking, and listening abilities development.

Founded in 1887 and located in Milwaukee, Wisconsin, 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 are the central 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.

Instructional Services is an academic staff department that provides academic resources to assist students to achieve their educational goals. The department supports student tutors, who staff the Communication Resource Center, the Daniel M. Soref Science & Mathematics Resource Center, and course-based study groups; houses support services and accommodations for students with disabilities and multilingual backgrounds; and teaches classes in quantitative literacy, communication, and multilingual learning to provide a foundation for success in the curriculum.

Enrollment in Alverno College's health, disability, and retirement plans is available to full-time employees and eligible dependents. Tuition, vacation, and sick day benefits are available for employees and qualified dependents after service requirements are fulfilled.

Primary Duties and Responsibilities

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

Communication (CM) Instructor and Curriculum Coordinator

- Manage curriculum for and teach the first-year communications course, CM 120. CM 120 reviews and develops students' academic reading and writing skills while expanding students' speaking and listening skills. The role also includes maintaining, evaluating, and revising CM curriculum as responsive to student needs; recruiting, scheduling, and providing guidance to other CM instructors; and coordinating with other college instructors, staff, and tutors in supporting student success in communications work across the curriculum.

- As a professional instructor in Instructional Services, Alverno's home for academic support services, share your expertise by assessing bypass attempts, working one-on-one with referred high-need students, and helping to train nominated CM peer tutors.
- Teach in multiple modalities, including online and in person; build and maintain your own course websites within current course management software (current LMS: Moodle).
- Provide limited, specific service to assist the Student Accessibility Coordinator with such tasks as guiding small groups of students to improve testing and study skills and assisting with documentation.
- Perform administrative and college responsibilities, including attending meetings, contributing to cross-curricular initiatives, participating in professional development, and mentoring.
- Successful candidates should highlight any specific experiences and expertise related to supporting a diverse and inclusive educational community, including multilingual and disabled students. Willingness to contribute to the College's strategic plan of inclusion is essential.

Qualifications and Education

- Master's degree in English, Communications, Developmental Education, or related field
- Minimum of three years teaching experience in higher education or in secondary mathematics is preferred
- Experience in independent and collaborative curriculum development preferred
- Working knowledge of Microsoft Word, Excel, OneNote, PowerPoint, and interactive synchronous communication technologies
- Experience finding and using technological resources to engage and instruct students and to support their learning beyond the classroom
- Ability to work with course management software
- Strong organizational skills
- Excellent written and oral communication skills, including the ability to communicate professionally and in a timely manner

How to Apply

- Apply online at <https://www.alverno.edu/careers-at-alverno>.
- Please attach your cover letter, curriculum vita or resume, teaching philosophy statement, and list of references to the online application.

The position remains open until filled. Applications must be received by June 30, 2024, for full consideration.

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