

Communication (CM) Instructor and Coordinator at Alverno College

Department: Center for Learning and Assessment Support

Category: Full time, 12 months/year academic staff position

Anticipated Starting Date: July 1, 2025

Alverno College is seeking experienced applicants for a 12-month, full-time Communication (CM) Instructor and Coordinator in the Center for Learning and Assessment Support (CLAS). At Alverno, CM courses are general education communication experiences that develop undergraduate reading, writing, speaking, and listening abilities and promote independent and collaborative active learning strategies.

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.

CLAS is an academic staff department that develops and provides academic resources to assist students to achieve their educational goals. The department supports student peer tutors, 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 in response to student needs and CM ability department standards; 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.

The position remains open until filled. Applications must be received by April 15, 2025, for full consideration.

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

- As a professional instructor in CLAS, Alverno's home for academic support services, share your expertise by assessing bypass attempts, working one-on-one with referred high-need students from across programs and levels of study, and helping to train peer tutors in how to assist student writers.
- Teach in multiple modalities, including online and in person; build and maintain your own course websites within current course management software (transitioning from Moodle to the D2L product Brightspace in Fall 2025).
- 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

Required

- Master's degree in English, Communications, Developmental Education, or related field
- Minimum three years' communication or English teaching experience (focus on academic and/or professional writing)
- Comfort with Microsoft Office, Google Suite products, LMS, and interactive synchronous communication technologies (e.g., Zoom or Teams)
- Demonstrated proficiency in working with adult learners
- Strong organizational skills, including planning and time management
- Excellent written and oral communication skills, including the ability to communicate professionally

Preferred

- Three or more years' teaching experience in higher education in face-to-face and online environments with focus on developing writers
- Strong familiarity with adult learning theory and strategies
- Proficiency building own digital resources, including LMS course sites and digital resources, such as course videos and online quizzes
- Experience in independent and collaborative curriculum development
- Experience in performance-based assessment

How to Apply

- Apply online at [Alverno College - Employment Application](#)
- Please attach your cover letter, curriculum vita or resume, teaching philosophy statement, official or unofficial graduate transcripts, and three professional references to the online application. Applications with missing components will not be reviewed.

The position remains open until filled. Applications must be received by April 15, 2025, for full consideration.

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