

Position: Assistant Professor of Communications

(Tenure-Track Position)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Teaching philosophy
6. Unofficial transcript - for the required degree the unofficial transcript must contain either a conferred date or date awarded, and
7. Desired salary
8. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts August 1, 2025.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

Position Summary:

This position is in a collaborative department and involves teaching a variety of communication courses (e.g., Public Relations, Public Speaking, Media Writing). The main responsibilities are teaching Public Relations and Media Writing, along with two sections of Public Speaking per semester. The ideal candidate will be able to teach both practical communication skills and theory. The role also includes advising students, participating in service, and engaging in ongoing professional development.

Department and Collaboration:

The department consists of two full-time faculty and adjuncts. This role will involve working closely with the KWU student body, other faculty, and staff for activities like recruiting, curriculum design, and departmental meetings.

Working Conditions:

This is an indoor, temperature-controlled environment. Duties may include sitting, walking, standing, speaking, and setting up labs or classrooms, which could involve lifting or exposure to chemicals.

Schedule:

Flexible hours based on a Monday-Friday teaching schedule. A minimum of ten office hours is required. Some travel for professional development may be necessary.

Responsibilities:**1. Teaching (60%):**

- Teach 12 credit hours per semester (24 hours per year).
- Create and post syllabi, course materials, and rubrics.
- Provide support to students through office hours and ensure learning outcomes are met.
- Grade assignments and maintain records according to FERPA guidelines.

2. Advising (15%):

- Help students develop educational plans to graduate efficiently.
- Assist students in selecting classes and achieving their career goals.

3. Professional Development (10%):

- Participate in ongoing development to improve teaching skills and course content.

4. Service (10%):

- Contribute to university and community service programs.

Other Duties (5%):

- Help with student recruitment and enrollment.
- Revise course materials and curriculum as needed.
- Serve on university committees and attend required events.

Qualifications:**● Education:**

- **Required:** Master's degree in Communication or related field, with 18 graduate credits in Communication.
- **Preferred:** Ph.D. in Communication or related field.

● Experience:

- **Required:** College-level teaching experience or demonstrated ability to succeed in this role.
- **Preferred:** 3+ years of teaching and advising at the college level.

- **Skills and Abilities:**

- Strong communication skills (oral and written).
- Ability to meet deadlines and create engaging course materials.
- Effective in assessing students and supporting diverse populations.
- Ability to work well with others and manage tasks independently.
- Alignment with the mission and vision of KWU.

Salary and Benefits: Salary based on experience, with full-time employee benefits.

Faculty Rank: To be determined at hiring based on the person's highest degree attained, qualifications, and experience.

Additional Information: A more detailed job description will be provided at the time of interview.

This is a full-time, exempt position. This role requires leadership and strong organizational skills.