

Assistant Professor/Director of Writing

DEPARTMENT: Writing Program
Employment Detail: Permanent, Full-Time, Academic Year
Review Date: Review will begin October 15, 2016 and continue until position is filled
Start Date: August 2017 (as early as January 2017)

DUTIES:

Instructional duties will primarily be in technical and professional writing, but may include other freshman through graduate courses in writing. Director duties will include a leadership role in directing, coordinating, budgeting, scheduling, and assessing the writing instruction at all levels on the Montana Tech campuses. The position resides in the Montana Tech Writing Program and reports to the Dean of the College of Letters, Sciences, and Professional Studies. Teaching duties may include technical writing, technical editing, business and professional writing, science writing, college writing 1 and II, advanced writing, and graduate writing seminar. Scholarship and engagement in relevant professional communication or instruction activities are expected. Service via regular and meaningful contributions to the college and the profession is also expected.

REQUIRED QUALIFICATIONS:

Doctorate or ABD (must be completed within one year of hire) in communication-related field, such as technical & professional communication, linguistics, or composition. Experience teaching introductory and upper-division writing at the college level is also required.

REQUIRED SKILLS:

- Proven undergraduate classroom teaching.
- Ability to manage resources and scheduling.
- Demonstrated communication skills, which support the ability to liaise with campus faculty, staff, and students.
- Strong organizational skills and attention to details.
- Proficient collaboration skills, with an ability to work cooperatively to coordinate the work of others.

PREFERRED QUALIFICATIONS:

- Leadership role in campus writing, including curriculum development and assessment.
- Proven administrative ability, including resource management and scheduling.
- Experience working with staff and teaching students from a variety of cultural, academic, and language backgrounds in diverse higher education contexts.
- Demonstrated commitment to further development of professional skills and knowledge.
- Active scholarship, with dissemination through publication and/or presentation.

To apply, please submit the following items:

- 1) Cover Letter Specifically addressing the above qualifications, 2) Resume' 3) Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701
e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

Any offer of employment is contingent upon a satisfactory criminal background check.

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the employment (veteran's) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; cisakson@mtech.edu.