

Visiting Writing Instructor

DEPARTMENT: Writing

Employment Detail: Temporary, Full-Time, Academic Year

Applications received by April 24, 2017 will be guaranteed full review and consideration.

Applications received after that date may be considered until an adequate applicant pool has been established.

DUTIES:

Teaching duties will be primarily in technical writing, with possible assignment of, introduction to college writing, intermediate college writing or other writing courses, as needed. This position will report to and be supervised by the Director of Writing. The combined teaching and service load is 15 credits per semester, mostly at Montana Tech but courses at Highlands College may be assigned. Service duties include assessment assistance, course/curriculum development, course materials maintenance, and other duties as assigned within the writing program.

REQUIRED QUALIFICATIONS:

- Master's degree or higher in technical communication, writing, linguistics, English, professional writing, or composition.
- Experience teaching upper and lower division writing at the college level, including technical writing, first-year composition, intermediate writing, or developmental writing.
- Demonstrated advanced-level business or technical writing skills.

REQUIRED SKILLS:

- Proven undergraduate classroom teaching experience.
- Ability to easily learn and adapt to new technologies and software.
- Demonstrated communication skills.
- Strong organizational skills and attention to details.
- Proficient collaboration skills, with an ability to work cooperatively.

PREFERRED QUALIFICATIONS:

Preference will be given to candidates who can demonstrate one or more of the following:

- Experience teaching introductory and advanced technical writing.
- Experience handling multiple preps, large class sizes (20) in writing-intensive/focused courses, and service duties in addition to teaching.
- Work with international student populations and English language learners.
- Experience working outside of academia (non-teaching) at any level, preferably in business, technical writing/editing, project management, or other professional field.

To apply, please submit the following items:

Letter of application, Resume, Statement of Teaching Philosophy, 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.

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