

Adjunct Faculty: Masters, Communication

SUMMARY: Queens University of Charlotte's Knight School of Communication is seeking qualified candidates to teach courses in our flex MA Communication program. We are specifically seeking instructors who will be capable of teaching hybrid courses in this program. Our hybrid courses require one on-ground weekly meeting (typically in the evenings from 6:00-8:45pm) along with the provision of weekly asynchronous content on our learning management system (i.e., Canvas). We are most interested in instructors who are qualified to teach 4-credit graduate level courses such as Communication Theory, Communication Ethics, and Strategic Digital Design. These courses will run throughout the fall and spring in 8-week sessions.

Preferred Qualifications

- Prior teaching experience in relevant areas with a successful record of performance
- PhD in Communication or related discipline
- Experience with teaching in multiple modalities including face-to-face and hybrid instruction
- Experience with learning management systems (e.g., Canvas).

Application Process

Qualified candidates should submit via email to HR@queens.edu all of the following in (.doc) or (.pdf) format.

- a cover letter addressing the position qualifications and experience
- current curriculum vitae
- contact information (name, email address, phone numbers) for three professional references

Be sure to include "**ADJ-MACOM**" and Your Name in your email Subject Line. (*Example: ADJ-MACOM Shawn Smith*).

Queens will continue to accept applications until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty

myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 25 pounds for force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Work Conditions

- Must be willing and able to teach evening courses to meet requirements of the position.
- Work in classrooms and offices, involving contact with students, faculty, staff, community members, service providers, and vendors.
- Work has deadlines, interruptions, high volume and may be stressful at times.

Non-Essential Duties: Other duties may be assigned as needed to meet department, college, and

university goals. *This position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay or compensatory time off for additional hours worked.*

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.