

## Tenure-track Assistant or Associate Professor of Communication and Director of Graduate Studies (Ref: **KSC-ASST20**)

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The **James L. Knight School of Communication** at Queens University of Charlotte seeks a faculty member who will join its faculty as a full-time tenure-track assistant or associate professor of communication who will serve as the Director of Graduate Studies beginning **August 15, 2020**. We encourage individuals to apply who are teacher/scholars and have an interest in leading a graduate program of 100 students. *This full-time, 9-month position is exempt from provisions of the Fair Labor Standards Act (FLSA) and is not eligible to earn overtime pay for hours worked above 40 in a single work week.*

Applications will be accepted through **January 31, 2020**.

Our new faculty member will join a welcoming and innovative faculty who oversee a dynamic School that includes both a graduate and undergraduate program. The new faculty member will serve as the School's Director of Graduate Studies overseeing the M.A. curriculum in both on campus and online formats and supports the graduate program through teaching graduate courses. This position is supported by one staff member who serves as the Director of Graduate Admissions and Student Support. As the Director of Graduate Studies, the new faculty member will serve on the University's Graduate Council with other Graduate Directors across campus. In addition to its graduate program, the Knight School of Communication has undergraduate majors in communication and multimedia storytelling, as well as minors in the areas of organizational, health, and sports communication, media studies and popular culture, and journalism.

Endowed by the Knight Foundation, the focus of the Knight School of Communication is to develop students into effective communicators who become engaged citizens and leaders in the communities they serve. Also, the Knight School houses Digital Charlotte which provides digital and media literacy training for individuals in the Charlotte community. The Knight School of Communication, much like the city of Charlotte, is a growing and a dynamic program that serves a diverse population of students. A priority is to increase the visibility of its programs in the Charlotte community and beyond. The new faculty member will enjoy working in an environment that will support their professional growth. Knight School faculty have access to support through professional development funds, state-of-the-art facilities and equipment, opportunities to lead study-abroad experiences, and robust partners in the city of Charlotte for community engagement.

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.

**Essential Duties and Responsibilities:**

- Teach primarily graduate courses including Communication Research Methods (with the ability to teach quantitative and/or qualitative approaches to research).
- Teach three courses per semester with the Director position receiving release time from one of these courses per year.
- Possess an ongoing scholarly research agenda.
- Serve as an active member of the Knight School of Communication .

**Secondary Duties and Responsibilities:**

- Other duties and special projects may be assigned to meet school and/or university needs.

**Knowledge, Skills, Training, Experience**

- An earned Ph.D. in Communication or a related field by the time of application.
- A record of effective teaching and demonstrated commitment to engaged student learning.
- Ability to teach Communication Research Methods (with the ability to teach quantitative and/or qualitative approaches to research).
- Demonstrated knowledge of graduate programs/curriculum offered in on campus and/or online platforms.
- Demonstrated scholarship as highlighted by publications in peer-review journals and/or presentations at significant communication conferences.
- Demonstrated ability to connect with a diversity of student learners.
- Experience teaching online courses.

**Preferred Qualifications:**

- Demonstrated knowledge of building and managing innovative graduate programs.
- Proven ability to teach courses such as communication theory, communication ethics or other courses in the area of strategic or organizational communication.
- Proven ability to be a collaborative and collegial faculty member.

**Application Process**

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

- a letter of interest,
- curriculum vitae,
- the names and contact information for three (3) professional references

Be sure to include "**REF: KSC-ASST20**" and **YOUR NAME** in your email Subject Line.  
(**Example:** REF: **KSC-ASST20** Shawn Mullin)

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## **Benefits**

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Queens offers medical (PPO or high deductible options with Health Savings Account), dental and vision insurance, domestic partner benefits, defined contribution retirement plan and supplemental retirement plans, tuition remission, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care), long-term disability leave, critical illness insurance, legal insurance, pet insurance, parental leave, FMLA leave (upon eligibility), reduced-cost meals at Morrison Dining Hall, employee assistance program (EAP), wellness programs, including access to the Levine Center for Wellness and Recreation.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any applicant for employment who needs any reasonable accommodation under the Americans with Disabilities Act should contact the Director of Human Resources (704.337.2222 or [hr@queens.edu](mailto:hr@queens.edu)).

Physical Requirements (with or without reasonable accommodation): *Visual Abilities*: Read reports, create presentations and use a computer system – 75-100% of the time. *Hearing*: Hear well enough to communicate with co-workers, vendors and students – 75-100% of the time. *Dexterity, Grasping, Feeling*: Write, type and use the telephone, copier, and computer systems – 75-100% of the time. *Mobility*: Open files and operate office machines; move between departments and attend meetings across campus – 75-100% of the time. *Talking*: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time. *Lifting, Pulling, Pushing*: Exert up to 30 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 – 50-74% of the time. *Cognitive/Emotional*: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

### **Work Conditions**

- Work is performed in classroom and office environments, involving contact with students, faculty, staff, parents, service providers and vendors.
- Work has deadlines, interruptions, and may be stressful at times.
- Work may involve teaching evening courses to accomplish objectives of the position.

The above 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.