

Director of Lower Division Courses - Lecturer continuing
University of North Texas

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Posted Jun. 9, 2022, set to expire Oct. 22, 2022

Job Title	Director of Lower Division Courses - Lecturer continuing
Department	UNT-Technical Communication-121900
Institution	University of North Texas Denton, Texas
Date Posted	Jun. 9, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Creative or Technical Writing Communication
Job Website	https://jobs.untsystem.edu/postings/60096

Apply By Email

Job Description

Department Summary

The department is one of the few stand-alone technical communication departments in the country and the only Texas-based program located within a major metropolis. We offer the BA, BS and MA in professional and technical communication, along with an undergraduate certificate in technical writing and a graduate certificate in technical writing.

The University of North Texas is a Carnegie classified Tier 1 research institution located in the Dallas-Fort Worth metropolitan area and situated less than 30 miles from the DFW International Airport. The University is located in Denton, TX, which is a culturally eclectic city that is nationally renowned for its music and culture, tech startup initiatives, and beautiful downtown area.

UNT has a highly diverse campus with a wide range of languages spoken in addition to English. We

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welcome candidates who have experience with HSI/MSIs and/or who speak Spanish, Vietnamese, American Sign Language, Chinese (Cantonese, Mandarin and other variations), Arabic, Tagalog, Farsi, French, or/and Yoruba.

Position Summary

The University of North Texas invites applications for a full-time Director of Lower Division Courses to begin as early as fall of 2022. The candidate will have a commitment to teaching professional and technical communication courses to a diverse student body. The candidate will report to the Department Chair and oversee the scheduling and staffing of all lower division courses; supervise and evaluate graduate student and adjunct instructors; help evaluate curricular, programming, personnel, and budgetary matters related to those courses; and monitor student enrollment in lower division courses and respond to all related inquiries. The successful candidate will have a background in administration and experience using quantitative and qualitative data. The Director of Lower Division Courses will teach 6 courses per year.

Minimum Qualifications

Master's degree with a concentration or specialization in technical communication or a related field
Experience teaching technical communication, preferably in higher education settings (face-to-face, online, and/or hybrid)

Preferred Qualifications

Industry experience as a technical communicator or related field
Experience in curricular development (face-to-face, online) and/or developing workplace training

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact