

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Communications Faculty

DATE: February 2024

SUPERVISION RECEIVED: Dean of Academics

POSITION NUMBER: _____

DEPARTMENT: Academics

FLSA STATUS: Full-Time, Tenure Track, 9 months

SUPERVISION EXERCISED: Student
Employees; Work Study Students;

SALARY RANGE: \$ 38,571 - \$78,748

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

Dawson Community College is unable to sponsor candidates for citizenship, permanent residency, or any immigration status at this time.

SUMMARY OF WORK: The Communications instructor is a full-time, tenure-track instructor in Communications. The successful candidate will teach undergraduate courses across the communications curriculum, contribute to curriculum development, and engage in scholarly or professional activity. We seek a dynamic educator committed to student success, inclusive pedagogy, and community engagement.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:

- Provides instruction for courses at a variety of times and in a variety of delivery modes. Delivery modes may include but are not limited to: In-person, hybrid, and/or online modalities as assigned.
- Teaches a variety of communication courses including, but not limited to: MS Office, Public Speaking, Interpersonal Communications, etc.
- Maintain posted office hours and provide timely, constructive feedback to students.
- Develop and/or revise curriculum to reflect current industry trends and standards.
- Participate in assessment of student learning outcomes and program effectiveness.
- Assist in developing pathways for career preparation.
- Stay current with developments in communication theory, media technology, and professional practice.
- Serve on departmental, divisional, and college-wide committees as assigned.
- Participate in faculty governance, professional development activities, and accreditation efforts.
- Engage with community partners, advisory boards, and industry professionals to advance program goals.
- Mentor and advise students in academic planning and career development.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the [Clery Act](#), may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Performs other related duties for the good of the College as assigned by the Dean of Academic Affairs or Designee.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

REASONABLE ACCOMMODATIONS STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

REQUIRED QUALIFICATIONS:

- Master's degree in Communication, Communication Studies, Media Studies, Journalism, or a closely related field from a regionally accredited institution.
- Minimum of 9 graduate credit hours in communication or a directly related discipline.
- Demonstrated ability or potential for effective college-level teaching.
- Strong oral and written communication skills.
- Must be able to take initiative and work independently as well as part of a team.
- Valid Montana driver's license.

PREFERRED QUALIFICATIONS:

- Doctoral degree (Ph.D. or Ed.D.) in Communication, Media Studies, or a related field.
- Two or more years of college-level teaching experience.
- Professional experience in journalism, broadcasting, public relations, corporate communication, or digital media.
- Experience teaching online or hybrid courses.
- Experience with media production, social media strategy, or emerging communication technologies.

Experience advising student media organizations (newspaper, radio, video production). **COMPLETED APPLICATION PACKET MUST INCLUDE:**

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Official copies of all college transcripts
- Teaching philosophy statement
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

**Human Resources Department hr@dawson.edu
406-377-9430**

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

Nondiscrimination Policy:

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.
Telephone: (406) 377-9412. **Email:** dnyberg@dawson.edu. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive,
Glendive, MT 59330