



## **JOB DESCRIPTION**

**TITLE:** Assistant or Associate Professor of English

**COLLEGE/SCHOOL/DEPT:** College of Arts and Sciences    **DATE PREPARED:** September 25, 2018

**REPORTS TO:** Chair, Literatures and Languages

**FLSA:** Exempt – 9 Month Faculty Contract

### **POSITION SUMMARY:**

This position has responsibility for designing and teaching a range of undergraduate and graduate courses in English, including courses in literature and writing. Candidate must be able to teach in online and hyflex formats. Candidate will also serve on M.A. thesis committees and may be asked to advise students. The position is under the direction of the Literatures and Languages Department Chair.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and others, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Designs and teaches literature and writing courses at the undergraduate and graduate levels in a program that includes online and hyflex courses.
5. Advises students and serves on M.A. thesis committees as assigned by the department chair.
6. Participates in various University and departmental committees, especially those that relate to the primary responsibilities of this position.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Ph.D. or other terminal degree in English or a related discipline with a specialization in Literature, Writing or Writing Theory, or a similar field preferred.
2. Experience and/or training to teach a range of literature courses including American and/or British literature along with more specialized offerings such as multicultural literatures, women's literature, and so on.

3. Experience and/or training to teach a range of writing courses at various levels including first-year college writing as well as advanced undergraduate and graduate courses in an area such as Technical Writing, Writing in the Social Sciences, Business Writing, or Writing in the Health Sciences.
4. Experience and expertise in instructional strategies for online learning.
5. Excellent written, verbal, and interpersonal communication skills.

**APPLICATION INFORMATION AND DEADLINE:**

Applications should include the following:

- Cover Letter
- CV
- Transcripts (copies acceptable for initial screening)
- List of References (names, addresses & phone numbers of 3-5 current professional references).

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email materials to [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or mail to Heritage University, Office of Human Resources, 3240 Fort Road Toppenish, WA 98948.