



**IFO FACULTY NOTICE OF VACANCY**  
**Assistant Professor in Technical Communication and Professional Writing**  
**College of Liberal Arts**  
**Full-Time, Probationary (Tenure-Track)**

Metropolitan State University, Minnesota's public, urban university, is seeking to hire an Assistant Professor. This is a full-time, probationary position within the Department of Technical Communication and Interaction Design and is expected to start August 16, 2021.

*Our vision is to be the premier urban, public, comprehensive system university in the Minneapolis-St. Paul metropolitan area where the faculty, staff and students of Metropolitan State will reflect the area's rich diversity, build a culturally competent and anti-racist learning community and demonstrate an unwavering commitment to civic engagement.*

Metropolitan State University provides an excellent, inclusive and engaging education to eliminate opportunity gaps and lead our communities to a prosperous and equitable future. Metropolitan State University is a three-time recipient of the Insight into Diversity Higher Education Excellence in Diversity (HEED) Award, most recently in 2019. Federally recognized as a Minority Serving Institution (Asian American and Native American Pacific Islander Serving Institution, AANAPISI), its employees serve approximately 11,000 post-traditional learners, two-thirds of whom identify as belonging to communities of color or American Indian nations, are first in their family to attend college, and/or are eligible for Pell grants. Since we do not operate residential facilities, Metropolitan State University students all commute to class locations across the Minneapolis-St. Paul metro area. Metropolitan State is recognized by CollegeNet as a leading higher education promoter of social mobility for students (Ranked #35 out of 1458 in 2019). The university offers programs leading to baccalaureate, masters and doctoral degrees. We provide accessible, high quality liberal arts, professional and graduate education with continued emphasis on marginalized groups, including adult learners. Recognized in 2008 and 2014 by the Carnegie Foundation for Community Engagement and named to the President's Higher Education Community Service Honor Roll, the university is committed to academic excellence and community engagement through curriculum, teaching, scholarship and service designed to support an urban mission.

The University recently completed a [strategic plan \(FY 20 – FY 24\)](#) with a theme of “Building a Resilient, Student Ready University.”

Metropolitan State University has responded to the on-going COVID-19 pandemic by offering nearly all of its courses in a fully online format for the 2020-2021 academic year, limiting any in-person instruction to courses for which in-person learning is essential for students to achieve the learning outcomes. In addition, the majority of employees are working remotely, taking advantage of technological tools to engage students and complete their work. The search for this position will be conducted using web conferencing technology.

Visit the [Metropolitan State University website](#) to learn more about the university, our programs, and our students. Learn more about Minnesota State Colleges and Universities System at their [website](#).

**The School/Academic Department:** The Department of Technical Communication and Interaction Design offers a BA in Technical Communication and Professional Writing, an MS in Technical Communication, a graduate certificate in the Design of User Experience, and in Fall 2021 will launch a graduate certificate in Learner Experience Design. Our Technical Communication and Professional Writing programs emphasize cutting-edge technologies and hands-on, active learning built on a liberal arts foundation, a strong Industry Advisory Board, and community engagement with employers and organizations in the Twin Cities. Our department is located within the School of Communication, Writing, and the Arts, which provides a lively, interdisciplinary setting for teaching and research.

### **Responsibilities:**

Faculty members are expected to:

- Demonstrate ability to teach technical communication and professional writing courses effectively [at both the undergraduate and graduate level]
- Engage in scholarly research or creative achievement
- Provide evidence of continuing preparation and study
- Contribute to student growth and development through advising and assistance and engage in service to the university and community
- Demonstrate a commitment to serving a culturally diverse student body through delivering a student-centered education in a liberal arts and sciences context and possess the ability to work effectively with a wide range of individuals.

### **Minimum Qualifications:**

- Ph.D. in one of these fields: Technical Communication; Professional Writing; Writing Studies; Rhetoric/Composition; or a related degree with a focus on Technical Communication or Professional Writing.
- Ph.D. completed by time of hire (ABD applicants will be considered for interviews).
- Demonstrated scholarship/focus area in equity, diversity, and inclusion, with a technical communication and/or professional writing focus.
- Demonstrated effectiveness in university-level teaching in professional and technical writing or related courses.
- Proficiency in relevant technology, which might include video editing, ELearning tools such as Captivate or Storyline, content management software, Creative Suite, or other programs.
- Demonstrated commitment to linking theoretical and practical learning.
- Demonstrated commitment to serving a diverse student population.

### **Preferred Qualifications:**

- Sub-specialization, evidenced through educational background and teaching experience or research in at least one of the following areas:
  - medical writing, ranging from public health writing to writing in a regulatory environment;
  - workplace-focused ELearning/online training/learner experience design;
  - accessibility;
- Pedagogical approach that integrates anti-racism and cultural responsiveness.

**Please note: Filling of this position is contingent upon budget.**

For campus safety information and crime statistics visit: [www.metrostate.edu/students/support/safety](http://www.metrostate.edu/students/support/safety)

**Salary:** Salary is commensurate with education and experience, and is determined by the salary placement process as outlined in the Inter Faculty Organization (IFO) Master Agreement.

\*Employment for this position is covered by the [collective bargaining agreement for the Inter Faculty Organization](#).

For the most current information on the IFO, go to [www.ifo.org](http://www.ifo.org)

**Application:** To apply, go to <https://metrostate.peopleadmin.com>

\*To comply with privacy and data practices requirements, please refrain from including personal information or photographs in your application materials.

**Applications must be received by 11:59 PM on Closing Date: Monday, January 11, 2021**

**Qualified applicants are required to attach the following documents to their online application:**

- Cover letter of interest addressing your qualifications for the position including evidence that you meet each of the minimum qualifications;
- Current curriculum vitae or resume;
- One-page statement of your teaching philosophy, particularly as it relates to equity and anti-racist pedagogy, and/or examples of teaching effectiveness;
- Names of four (4) references with addresses, email addresses and telephone numbers; at least two (2) of the references must be able to address teaching effectiveness;
- Transcripts - Valid unofficial copies of your transcript showing conferred/awarded date of your highest attained degree, with your name and the academic institution's name/logo are required. If doctoral study is in progress at the time of application, submit the most recent transcript showing your course of study and progress to date. We are not able to accept copy/paste word documents with a list of courses/grades or DARS reports. If selected for hire, official original transcripts will be required.
- Additional materials may be requested at a later date.

For TTY, call Minnesota Telecommunications Relay Service (TRS) at 7-1-1 or 1-800-627-3529.

If you have other questions related to this job announcement, please contact Carla Ballard, Talent Acquisition Specialists at 651.793.1319 or email at [METRO-HR-Recruiting](#)

**Notice:** In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to Minnesota State's vehicle use criteria and consent to a motor vehicle records check.

Metropolitan State University is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The University provides reasonable accommodations to qualified individuals with disabilities upon request.