

Job Title:	Course Manager		
Job ID:	28201		
Location:	Downtown campus		
Full/Part Time:		Full-Time	
Regular/Temporary:		Regular	Exempted

[Return to Previous Page](#)

[Switch to Internal View](#)

College/Division

School of Letters and Sciences

Scope of Search

Open to Public

Grant Funded Position

This is not a grant funded position and is not contingent on future grant funding. Funded in whole by sources other than state appropriations.

Posted Rate of Pay

Depends on experience

Duties and Responsibilities

The Writers' Studio is a new model for first-year composition at Arizona State University in which a community of teachers, peers, instructional assistants, and writing center tutors work collaboratively to provide feedback to engage student writers in an online environment.

This position will report to the faculty head of Interdisciplinary and Liberal Studies in the School of Letters and Sciences.

Under general direction, works collaboratively with the faculty in the design, development, and instruction of curricula and course materials that take advantage of instructional technologies and apply the best practices in teaching and learning.

Essential duties:

- Works collaboratively with faculty to ensure course content, required materials, resources, design and development of engaging, interactive and instructionally sound materials that address various learning styles and are accessible to all students.
- Works collaboratively with faculty to ensure course content is being presented as planned, assignments are received, graded and recorded in accordance with established guidelines and standards.
- Manages the overall establishment, maintenance and update of all semester course syllabi to ensure timely and accurate communication of dates/times associated with course exams.
- Identifies and executes best practices for applying teaching and learning theories and instructional technologies to curriculum design.
- Executes effective and creative uses of technology to enhance instruction and create new learning environments.
- Evaluates and executes diverse individual and department training needs in the area of instructional technology, recommends individual education plans for faculty, and implements plans as needed.
- Researches, writes and produces clear documentation and other instructional materials (websites, multimedia and online tutorials) to execute instruction in the Writers' Studio environment.
- Keeps faculty informed about Writers' Studio instructional-technology events and resources. Facilitates communication about use of technology in the curriculum.
- Uses applications software such as database managements systems, Web page development tools, desktop publishing tools and presentation tools to develop custom products to meet Writers' Studio instructional needs.
- Directly delivers instruction to students registered for sections of first-year composition in Writers' Studio.
- Supervises responses and actions taken to resolve issues, problems and/or concerns associated with on-line exams; escalates to appropriate technical resource/area to ensure timely corrective action.
- Works closely with appropriate personnel to review requests for extensions, corrections or adjustments to grades to ensure accuracy of all student grades within established time constraints.
- Manages the development and distribution of electronic or hardcopy grading spreadsheet formats; reviews and monitors tests, both pre and post, to ensure integrity of exams identifying methods and/or procedures to improve as appropriate.
- Supervises instructional support staff in completion of assigned tasks to ensure issues, concerns,

questions and/or problems with course content access and availability are met effectively.

-May work closely and collaboratively as liaison with ASU Online for any and all course delivery issues, enrollment questions are addressed.

Minimum Qualifications

Bachelor's degree in a related field with 4 years experience in an alternative educational environment and 2 years in a supervisory role OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

Desired Qualifications

Evidence of a master's degree in rhetoric and composition (or related field) is desirable.

Evidence of a doctoral degree in rhetoric and composition (or related field) is preferred.

Experience in instructional rhetoric and composition, technical communication, writing methods, and/or writing center tutoring. Experience with: instructional design and online pedagogical and andragogical approaches, practices, and tools; a variety of industry-leading technologies and products for development of presentations, web pages, web applications and associated databases; course management systems; managing multiple projects; establishing and maintaining effective working relationships; organizing resources and managing workload priorities; researching and resolution of complex issues. Knowledge of: principles, methods and techniques of supervision; negotiation techniques, conciliation, and conflict resolution methods; University's policies, procedures, mission, goals and objectives for university offerings; principles, practices, concepts and methods of educational instructional and content delivery.

Department Statement/Gen Info

The School of Letters and Sciences provides students across ASU with the knowledge and skills to comprehend and effectively engage the changing world of the 21st century at local, national and global levels. The School of Letters and Sciences is guided by the principles of student success, strategic partnerships within the university and the community and interdisciplinary inquiry.

Background Check Statement

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications.

Standard Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 70,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

Arizona State University is an Equal Opportunity/Affirmative Action employer.

Close Date

Initial close date is April 5, 2012. Applications will continue to be accepted and considered until the search is closed.

Instructions to Apply

Application deadline is 11:59pm Arizona time on the day indicated.

REQUESTED MATERIAL MUST BE IN ONE ATTACHMENT.

Complete the required information and attach a single Word or PDF document, which includes:

1. Cover letter
2. Resume
3. Three professional references (names, complete mailing addresses and phone numbers)

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

Only electronic applications are accepted for this position. If you need assistance applying for this job, please contact our customer service center at 855-278-5081.

ASU does not pay candidates for travel expenses associated with interviewing, unless otherwise indicated by the department at the time of call for interview.