



INSTRUCTOR/ASSISTANT PROFESSOR – SPEECH HUMANITIES/COMMUNICATION

REPORT TO:	Division Chair
E CLASS:	FT-12 Month
FLSA:	Exempt

PURPOSE:

The purpose of this position is to educate, equip, and inspire students in the art of public speaking and effective oral communication. The instructor will focus on developing students' confidence and skills necessary for working knowledge in delivering speeches, understanding audience dynamics, and employing a variety of rhetorical strategies. This role supports Miles College and the Division of Humanities and Communications' missions by fostering students' critical thinking, cultural awareness, and personal growth through communication.

PREFERRED QUALIFICATIONS:

- Master's degree or Ph.D. in Speech, Communication, Rhetoric, or a related field.
- Previous teaching experience at the college level, preferably at an HBCU or similar institution.
- Evidence of commitment to culturally responsive teaching practices.
- Record of scholarly activity or professional engagement in the field of communication.
- Use of AI as a teaching tool.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Teach undergraduate courses in Fundamentals of Speech, focusing on both theory and practice.
- Develop and deliver a curriculum that includes speech writing, delivery techniques, and effective use of visual aids.
- Assess and evaluate student performance, providing constructive feedback to support their development.
- Maintain office hours for student consultations and advising.
- Participate in departmental meetings and contribute to curriculum development.
- Engage in professional development activities and stay abreast of current trends in communication and pedagogy.
- Support the college's mission through service activities, including advising student clubs or organizations related to communications.
- Foster an inclusive and supportive classroom environment that respects diverse perspectives and encourages open dialogue.
- Teach other related courses such as Humanities and Communication

KNOWLEDGE, SKILLS & ABILITIES:

- Strong knowledge of public speaking principles and communication theories.
- Excellent oral and written communication skills.

- Ability to engage and motivate a diverse student body.
- Proficiency in integrating technology into teaching, including online learning platforms and digital tools.
- Strong organizational skills and the ability to manage multiple tasks effectively.
- Commitment to continuous professional development and improvement.

WORK ENVIRONMENT:

- Classroom and office settings.
- Opportunities to engage with the broader campus community through events, workshops, and collaborative projects.
- Supportive and collaborative divisional and College culture focused on student success and academic excellence.

TRAVEL:

N/A

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex.

MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or

participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).