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| **Job Title:** *The formal title of the position*  **Visiting Assistant Professor of Graphic Design** | **FLSA Classification:** *(FLSA Federal Law GUIDELINES)*  X Exempt ☐Nonexempt |
| **Reports to:** *Title of the position that the job incumbent reports to*  **Visual Studies Department Chair** | **Location: Department of Visual Studies**  **School of Arts and Humanities**  **St. Edward’s University** |
| **Department: Department of Visual Studies** | **Division: School of Arts and Humanities** |
| **Employment Category:**  X Full-Time ☐ Part-Time | **Paygrade:** *Undisclosed* |

**PRIMARY PURPOSE OF POSITION**

St. Edward's University, a nationally ranked, independent Catholic university and Hispanic Serving Institution (HSI), invites applications for a full-time non-tenure track Visiting Assistant Professor of Graphic Design within the Department of Visual Studies.

We are seeking a thoughtful and engaged designer who is able to translate contemporary design practices into innovative curricula within a highly collaborative department. The successful candidate will have expertise in incorporating experience/product/interaction design skills and concepts across different levels in a curriculum, and be comfortable working at the intersection of theory and practice.

In addition, experience engaging with a diverse student body is essential—candidates should be able to demonstrate their capacity for empathy, ability to meet students where they are, and willingness to approach the classroom environment with generosity and care.

The search committee strongly encourages applications from members of historically underrepresented groups in higher education.

This initial one-year appointment will begin in Fall 2022, and is intended to be renewed upon successful completion of the first year.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Teach eight undergraduate courses per academic year (e.g., four in Fall; four in Spring)
* Participate in curriculum development in collaboration with Graphic Design (GDES), User Experience Design (UXDE), and/or Visual Studies (VISU) faculty
* Participate in service to the GDES program and the Department of Visual Studies
* Perform other duties as required in the Faculty Manual

**QUALIFICATIONS**

**Required Qualifications**

* M.F.A. or equivalent terminal degree in a design-related field
* Teaching experience at the university level
* Demonstrate a high level of competency and craft in user experience design, user interface design, product design, interaction design or closely-related discipline
* Expertise in relevant contemporary design tools, professional workflows, and research methods
* Ability to contribute to supporting diversity, equity, and inclusion initiatives at St. Edward’s University

**Preferred Qualifications**

* Full-time experience in professional UX and/or graphic design positions
* Working knowledge of HTML/CSS, plus an additional coding language (java, python, processing, etc.)
* Possess a broad understanding of the design profession
* Active record of creative research

**WORKING CONDITIONS**

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth. (ADA, OSH Act, and Occupational Safety and Health Administration Standards

**PHYSICAL REQUIREMENTS**

Requires operating instructional technology in a studio-based environment as well as teaching in a computer lab. This position involves moving between classrooms in separate buildings on campus on a daily basis.

**SUPERVISORY RESPONSIBILITIES**

N/A

**ADDITIONAL INFORMATION**

**Graphic Design Program**

The Graphic Design program is student-centered and situates visual communication within a dynamic liberal arts context. Through a thoughtfully sequenced curriculum, we challenge our students to think critically as they define their individual path within the design profession. We guide them in understanding that their perspectives as designers are informed by where they come from and contribute to how they engage as citizens in an ever-changing world. Students develop skills to work towards their senior thesis year, where they define and propose a year-long investigation resulting in a thesis project and written report. Graduates of the program are life-long learners who are poised to compete for jobs at top-tier agencies, pursue graduate study, or work in an allied field.

**Department of Visual Studies**

The Department of Visual Studies, one of seven departments within the School of Arts and Humanities, engages students in the critical understanding and creative production of contemporary culture. A diverse and engaged faculty support students in their efforts to shape their futures within a complex, interdisciplinary and technologically mediated world. We are dedicated to developing the creative and technical skills of students through our programs: Animation, Art, Art History, Graphic Design, Photography & Media Arts, User Experience Design, and Video Game Development.

**St. Edward’s University**

St. Edward’s University is an independent Catholic university and Hispanic-serving institution with a commitment to social justice. Our current enrollment is 3,600 students. The campus is located on a hilltop overlooking Austin — the dynamic, creative, capital city of Texas. The school was founded by the Congregation of Holy Cross and chartered in 1885. More information about St. Edward’s University may be found at [www.stedwards.edu](http://www.stedwards.edu).

Submit the following materials online at ApplicantPro.

**APPLICATION PROCEDURE**

* Letter of interest summarizing the candidate’s teaching and professional experience (1 page maximum)
* Statement on diversity, equity, and inclusion that details the candidate’s knowledge, track record, and plans for advancing diversity, equity, and inclusion as a professional at St. Edward’s University (1 page maximum).
* Teaching philosophy statement that details the candidate’s approach to pedagogy and interest in teaching design within a liberal arts context (1 page maximum)
* Curriculum Vitae
* Examples of professional design work (PDF format, maximum 20 pages)
* Examples of student work (PDF format, maximum 20 pages)
* Three letters of recommendation, emailed to Jacqueline Tamayo, Assistant to the Dean, School of Arts and Humanities (jtamayo1@stedwards.edu).

Full consideration will be given to applications received by January 3, 2022. We will review applications on a rolling basis until the position is closed.

Candidates selected for the final stage of review may be asked to send additional materials such as complete syllabi.

St. Edward’s University is an equal opportunity employer and hires only U.S. citizens and documented workers. We consider applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |