

**Business Communication/Technical Communication
Lecturers
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=263949>

Downloaded On: Oct. 17, 2025 8:40am

Posted Oct. 16, 2025, set to expire Feb. 26, 2026

Job Title	Business Communication/Technical Communication Lecturers
Department	School of Engineering: Tufts Gordon Institute
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 16, 2025
Application Deadline	Open until filled
Position Start Date	Spring 2026
Job Categories	Lecturer/Instructor
Academic Field(s)	Business Communications
Job Website	https://apply.interfolio.com/175629
Apply By Email	
Job Description	

Business Communication/Technical Communication Lecturers

Tufts Gordon Institute has openings for part-time lecturers at the undergraduate level to teach EM 52: Technical and Managerial Communication. One opening is available for Spring 2026, and additional openings may be available in later semesters. The part-time lecturer would be teaching an existing course with fully developed curriculum and working with a team of other part-time and full-time faculty teaching the same course. Responsibilities include attending weekly online meetings with the faculty team, leading engaging class sessions, providing feedback on assignments, and supporting student learning through office hours.

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Course Format for Spring 2026 semester (January 14-April 27): Two 75-minute class sessions per week (26 total class sessions) taught in person at the Tufts Medford campus.

Qualifications: The ideal candidate will have professional experience in communications, leadership, and/or management in an engineering, technical, or related field. Previous college-level teaching experience at the undergraduate level is also preferred. The candidate will have a strong commitment to discussion-based and experiential learning.

Course Description

Being an effective communicator is an essential part of being an effective scientist, engineer, or technical professional. Effective, inclusive communication is the only way to share the results of your work, to collaborate, to innovate, and to meet your ethical obligations as a practicing professional. After taking this course, students will understand the importance of effective, inclusive communication in all aspects of professional practice and have a foundation of communication skills and habits.

Course Topics Include

- Purpose, audience, and communications decisions
- The writing process
- Document planning, outlining, organization, and format
- Reports, summaries, data graphics, presentation slides
- Intellectual property, research, and use of sources
- Oral communication and presentation skills
- Interpersonal communication
 - Critiquing and feedback
- AI literacy and use of AI for communication
- Cross-cultural communication
 - Self-reflection and self-assessment

About Tufts Gordon Institute

Based within the School of Engineering, the Gordon Institute at Tufts University provides students with the knowledge and skills they need to lead both teams and entire companies through programs taught

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by faculty who have excelled in industry. TGI develops leaders by bringing together diverse perspectives to tackle real-world challenges. This cross-disciplinary approach enriches how we teach applied business—where technical expertise meets strategic thinking meets human insight.

EEO/AA Policy

Tufts University, founded in 1852, prioritizes quality teaching, highly competitive basic and applied research, and a commitment to active citizenship locally, regionally, and globally. Tufts University is an Equal Opportunity Employer. See the University's Non-Discrimination statement and policy here <https://oeo.tufts.edu/policies-procedures/non-discrimination/>. If you are an applicant with a disability who is unable to use our online tools to search and apply for jobs, please contact us by calling the Office of Equal Opportunity (OEO) at 617-627-3298 or at oeo@tufts.edu. Applicants can learn more about requesting reasonable accommodations at <https://oeo.tufts.edu/>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact