

Adjunct Instructor (2 or more positions)

Posted:

03/28/2016

Application Due:

Open Until Filled

Type:

Adjunct/Part-Time

Salary:

Commensurate with education and experience

Basic Function and Responsibility:

Adjunct Faculty is responsible for teaching classes as assigned by the Program Chair or Dean. Must evaluate and report student performances and progress in courses in accordance with College and division policies and procedures. Must meet Adjunct Faculty Minimum Hiring Standards and adhere to college policies and procedures.

Characteristic Duties and Responsibilities:

- Organize and teach classes as assigned by the program chair or academic dean.
- Conduct class meetings for the entire period scheduled and in a punctual manner.
- Maintain up-to-date syllabi, using criteria established by the Dean, in all courses as assigned.
- Exhibit a positive and professional demeanor and attitude, contributing to a productive and growth oriented work environment.
- Be available to students for consultation before and/or after scheduled class time.
- Maintain confidentiality regarding students and colleagues.
- Complete assigned tasks in a timely manner, such as: uploading syllabi to course shells, maintaining an accurate and up-to-date electronic attendance manager and gradebook, complete and submit reports regarding student attendance and progress, submit final grades, and submit end-of-term electronic course assessments.

Knowledge, Skills & Abilities:

- Ability to organize and present various curriculum concepts to a wide range of students with varying backgrounds and abilities and adjust teaching techniques accordingly.
- Assume responsibility; deal effectively with problems, and exercise independent judgment when making decisions.
- Establish and maintain good working relationships with students, colleagues, staff, administrators and other contacts.
- Possess strong human relations skills and the ability to effectively relate to diverse personalities.

Qualifications.

The most qualified candidates will have:

- A relevant MBA, MS, DBA, or PhD.
- Previous college/university teaching experience.
- Strong facilitation skills.
- Strong written and oral communication skills.

A history of publications or research on the topic is a definite plus.

How to apply

Please attach a cover letter, resume or curriculum vitae, and the contact information for three professional references as one document in .doc or .pdf format to hr@psuca.edu