

**INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION**

POSITION TITLE: Adjunct Instructor

DISCIPLINE: History

LOCATION: Campus as Assigned

SUPERVISOR: Bruce Fraser, PhD., Assistant Dean of Communications & Social Sciences

VICE PRESIDENT: Anthony Iacono, Ph.D., Vice President of Academic Affairs

CLASSIFICATION: Part Time Faculty

SUPERVISORY: No **FUNDING:** I

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- Masters degree from a regionally accredited institution in History, or a Masters degree from a regionally accredited institution with a minimum of eighteen (18) graduate hours in History;
- Excellent communication skills both oral and written;
- Proven teaching skills with the ability to convey basic concepts and theories in a practical and comprehensible way;
- Ability to recognize and to respond to students from culturally diverse backgrounds as well as the willingness to make students active partners in the teaching/learning process;
- Computer literacy and experience using computers in classroom with a willingness to apply technology and innovative approaches to the teaching of specific discipline.
- All instructors must meet the appropriate credentialing requirements for the Southern Association for Colleges and Schools (SACS).

Preferred: A Doctorate from a regionally accredited institution in History;
Two to five years teaching experience in a post-secondary institution.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Preparing, instructing and grading all class coursework;
- Assigning final grades;
- Meet with students before and after class and by appointment as necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Instructing assigned classes;
2. Grading all quizzes, tests, and written assignments;
3. Assigning final grades and delivering grades and grade justification sheets;
4. Maintaining regularly scheduled office hours to meet with students;
5. Maintaining a safe and effective classroom environment;
6. Participating in department, division, and general adjunct faculty meetings;
7. Completing other duties and responsibilities as assigned.

ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit and stand for extended periods of time and to present oral lectures/demonstrations, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. Some lifting of computer and electronic equipment may be required. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

Administrator's Signature

Vice President's Signature

Date

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated in to permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

Applicant/Employee Printed Name

Applicant/Employee Signature

Date