JOB DESCRIPTION

JOB TITLE: Adjunct Instructor

REPORTS TO: Division Chair

Connors State College is seeking adjunct instructors to teach in various areas of study.

DUTIES AND RESPONSIBILITIES:
• Teach course in accordance with the class schedule and course syllabi
• Keep accurate records of student grades and submit forms within requested timelines
• Give evaluative feedback to students in a timely manner

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Competence in written and oral communication skills required for teaching
• Computer competency including the use of Microsoft Office

EDUCATION/ EXPERIENCE REQUIRED:
• Master’s degree with at least 18 graduate hours in the specific field
• Teaching experience preferred

SPECIAL REQUIREMENT:
• Must be able to teach at location which best suits the needs of the College

WAGE: $400.00 per credit hour

Send completed application, resume, and unofficial transcripts to CSCHR@Connorsstate.edu. Official transcripts will be required upon hire.

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.