



JOB ANNOUNCEMENT

JOB TITLE: Adjunct Speech Instructor

REPORTS TO: Division Chairperson-Communications and Fine Arts

DUTIES AND RESPONSIBILITIES:

- Teach course in accordance with the class schedule, department policy, and course syllabi
- Keep accurate records of student grades and attendance
- Submit reports and forms within requested timelines
- Grade written assignments in accordance with established guidelines
- 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
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/ EXPERIENCE REQUIRED:

- Master's degree with at least 18 graduate hours in Communication
- Teaching experience preferred

SPECIAL REQUIREMENT:

- **Desired start date: August 2021**

WAGE: \$400.00 per credit hour

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