Job Description

Job Title: Adjunct Graduate Instructor in Counseling

Division/Department: Adult School of Psychology and Counseling
Location: CAGS

Reports to: Dr. John McBee
Title: Chair, Adult School of Psychology and Counseling

Position Type: ⬜ Full-time
☒ Part-time
☐ Student Worker

FLSA Status: ☒ Exempt
☒ Non-Exempt

Hours worked Per Week:

POSITION SUMMARY:
This adjunct faculty member teaches courses in the accelerated program of the Master of Science in Counseling, an adult education program within the College of Adult and Graduate Studies designed to prepare individuals for licensure (LPC, LMFT, LADC) and two non-licensing areas: Applied Behavior Science and Pastoral Counseling and Spiritual Direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Provide quality instruction and feedback for students in the scheduled course(s)
- Be available for scheduled office hours and appointments to provide support for student learning
- Communicate with the Chair of the School on a regular basis
- Maintain appropriate records
- Respond to students, administrators, faculty, and staff in a timely manner
- Support the mission and goals of the University
- Participate in online faculty meeting and professional development
- Assess student performance using appropriate rubrics or other forms of assessment.
- Utilize a variety of appropriate teaching strategies to promote students’ critical thinking skills, effective learning strategies, and student engagement in the learning process.
- Maintain program and course integrity and rigor by developing instructional materials consistent with course objectives and program outcomes.
- Maintain expertise and currency in the discipline and in teaching strategies.
- Comply with university academic policies.
- Comply with appropriate assessment and evaluation policies related to students, courses, faculty, and programs.
- Actively engaged in promoting student retention, addressing student issues, and promoting a conducive learning environment.

QUALIFICATIONS:
The successful candidate must be able to perform each essential duty satisfactorily and should possess the following:

- Expertise in the discipline with strong organizational and teaching skills
- Effective oral and written communication skills
- Ability to utilize appropriate, contemporary technologies and best practices in teaching
- Adherence to the Christian objectives and policies of the University.
- Possess excellent relationship skills to work effectively with individuals and groups.
EDUCATION and/or EXPERIENCE:

- A strong candidate will have:
  - A Doctorate
    - ABD will be considered
    - A Master’s degree will be considered (with license, 5 or more years counseling experience, and with demonstrated counseling specializations and/or knowledge).
  - Practical experience in the field of counseling
  - Strong teaching skills
  - Professional licensure (especially the Licensed Professional Counseling and Licensed Marital and Family Therapy).
  - Experience in teaching adult learners

COMPUTER SKILLS, OTHER SKILLS AND ABILITIES:

- Must have current knowledge and advanced skills in Microsoft Office applications.
- Must be able to utilize the university online platform.
- Must be able to utilize the university systems.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.