



Job Title: Adjunct Instructor - Biology	Division/Department: College of Arts & Sciences
	Title: Adjunct Instructor - Science

**POSITION SUMMARY:** To provide instruction and support for traditional students' success in Earth Science. The adjunct professor will also assess the student outcomes of the program for which the course(s) is designed.

**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
- Create, distribute, and follow a syllabus which is based on the master syllabus of the course, aligned to student outcomes of the program, and approved by the Chair of the School
- Assess student performances of the outcomes of the program and provide data to the Chair of the School and Chief Assessment Officer
- Communicate with the Chair of the School on a regular bases
- Maintain appropriate records
- Respond to students, administrators, faculty, and staff in a timely manner
- Support the mission and goals of the University

**OTHER QUALIFICATIONS:**

- Must possess excellent communication, both oral and written, and organizational skills necessary to the position
- Must possess excellent relationship skills to work effectively with individuals and groups.

**EDUCATION and/or EXPERIENCE:**

Master's degree with at least 18 hours in science or related subject area.

**COMPUTER SKILLS:**

Must have knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:** The physical demands are representative to those required for successful performance in this position.

**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.