



JOB CODE: ADJUNCT

Job Description

Job Title: Adjunct Instructor
FLSA Status: Exempt – Part Time

Job Summary

Provide high-quality instruction in accordance with the approved course outline of record. Participate in general faculty functions related to the educational program and faculty development activities including assessment of student learning outcomes (SLOs). Assignments may include day, evening, fully online, hybrid (partially online) and/or weekend courses. Part-time, temporary, hourly assignments are on an as-needed basis. Part-time faculty meetings are conducted the week prior to the semester start. Course outlines of record, student learning outcomes to be assessed, and department policies will be provided or reviewed. Use of Canvas as a Learning Management System (LMS) is required for all courses. Applicants must have a laptop computer with reliable access WIFI. Faculty must adhere to NWCCD's Canvas Course requirements while ensuring demonstrable and documented regular effective contact with students.

Essential Duties and Responsibilities

- Provide high-quality instruction in accordance with the approved course outline of record.
- Participate in general faculty functions related to the educational program and faculty development activities including assessment of student learning outcomes (SLOs).
- Assignments may include day, evening, fully online, hybrid (partially online) and/or weekend courses.
- Part-time, temporary, hourly assignments are on an as-needed basis.
- Part-time faculty meetings are conducted the week prior to the semester start.
- Course outlines of record, student learning outcomes to be assessed, and department policies will be provided or reviewed.

Working Conditions/Physical Requirements

- Classroom, lab, and Office Setting
- Occasional evening or weekend as scheduled

Minimum Qualifications

- Master's degree or higher in field of study from an accredited college or university; OR
- 18 graduate credits in the field of study

HOW TO APPLY:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/about/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to tgardner@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

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