



## **Job Description**

Job Title: Graphic Design Adjunct Instructor  
FLSA Status: Exempt  
Grade: Adjunct  
Department: Academic and Student Affairs  
Reports to: Dean of Career Arts and Sciences

## **Job Summary**

This position will be responsible for delivering instruction in a graphic design course for Gillette Community College (GCCD). The adjunct instructor will engage students through lectures, demonstrations and hands-on projects to educate them on graphic design principles and techniques. GCCD faculty are professional educators who have the primary responsibility of fulfilling the Gillette Community College mission, vision, values, and goals of providing a quality education for all students enrolled at the College. The relationship between the faculty member to the student is one of leader, teacher, advisor, and facilitator of learning. Faculty members are responsible to the College President through a chain of command and are accountable to the College's policies and procedures.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Develop and deliver course content.
- Create engaging assignments, and projects that promote critical thinking, creativity, and technical skills development.
- Provide constructive feedback and guidance to students on their work.
- Utilize a variety of instructional methods and technologies to accommodate diverse learning styles and enhance student engagement.
- Foster a positive and inclusive learning environment that encourages collaboration, experimentation, and professional growth.
- Stay current with industry trends, software updates, and best practices in graphic design to ensure course content remains relevant and up to date.
- Maintain regular communication with students, faculty, and staff to address questions, concerns, and administrative matters in a timely manner.
- Participate in department meetings, faculty development activities, and other institutional initiatives as required.
- Adhere to all institutional policies, procedures, and ethical standards governing academic conduct and student interactions.

- Participate in general faculty functions related to the educational program and faculty development activities including assessment of student learning outcomes (SLOs).
- Participation in the discipline/department decision-making processes and work regarding curriculum, program development, scheduling, and other matters are also expected of all department faculty.
- Responsibilities also include maintaining standards of professional conduct and ethics appropriate to the professional position.
- Implementing student engagement practices in and outside of the traditional learning space.
- Help create and facilitate innovative strategies for student recruitment, retention, completion, and placement.
- Other duties assigned to advance the mission of the college.

**Minimum Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Master's degree or higher in Graphic Design, or related field, from an accredited college or university or 18 graduate credits in the field of study.
- Strong portfolio demonstrating expertise in graphic design principles, typography, layout, and digital media.

### **Preferred Qualifications**

- Three to five years of professional experience in graphic design or a closely related field.
- Prior teaching or instructional experience.

### **Competencies for Successful Performance**

#### **Knowledge of:**

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.
- Assessment of student learning outcomes at the course, program, and institutional levels.
- Experience with computer applications for instructional purposes (e.g., Canvas, PowerPoint, Word, and the internet) and proficient knowledge with industry-standard design software such as Adobe Creative Suite (Illustrator, Photoshop, InDesign, etc.).

#### **Ability to:**

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Teach, supervise, and mentor students through their plan of study.
- Ability to use a variety of teaching methods and materials that assist student learning.
- Ability to use technology and develop learning activities in an online, hybrid, or web-enhanced environment.
- Ability to work in a collaborative fashion with a variety of faculty and community stakeholders.
- Demonstrated ability to work with a diverse population that represents a wide range of abilities and ages.
- Commit to working with students, staff, and community (e.g., advising, organizations, training, boards, leadership).
- Commit to and evidence of collegiality when interacting with others within the college community.
- Work in a fast-paced environment; willingness to modify the schedule to meet department needs.

**Skill in:**

- Communication, written and verbal as well as interpersonal and presentation skills.

**Supervisory and Management Responsibility**

- None

**Physical Demands** *(The physical demands described below 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 qualified individuals with disabilities to perform the essential functions.)*

- Classroom and Office Setting
- Must be able to lift up to 20 pounds.
- Work schedule requiring some evenings and weekends.

**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/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

## Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.