



**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

**Complete applications will contain a GCCD Application, cover letter, resume, copies of graduate and undergraduate transcripts, and contact information for three (3) professional references.**

**HOW TO APPLY:** Visit <https://www.gillettecollege.org/careers/>. Submit the required 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.*

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