



## **Job Description**

Job Title: Biology Adjunct Instructor  
FLSA Status: Exempt – Part Time  
Grade: \$750 - \$909 / credit hour DOE  
Department: Arts and Sciences  
Reports to: Dean of Arts and Sciences

## **Job Summary**

The Biology Instructor will be credentialed to teach General Biology II, Microbiology, and Medical Microbiology based on areas of expertise. Duties include the organization and management of the laboratory, curriculum development, and willingness to integrate technology into classroom lessons. 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 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.)*

- 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.

**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 in an area related to biology with a minimum of 18 graduate hours within the field.
- Possess a valid Class C driver's license.

## **Competencies for Successful Performance**

### **Knowledge of:**

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.
- Student-centered learning practices for traditional and nontraditional students.
- Embracing innovative teaching techniques, including active learning strategies, Inquiry-based learning, and the ideals from the Vision and Change mandate in Undergraduate Biology Education.

### **Ability to:**

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Work with the broad spectrum of students found in a community college environment.
- Work independently and take initiative.
- Work effectively in a collaborative environment and a setting that is diverse.
- Think critically to effectively solve and communicate problems in a fast-paced environment where the demands for work are varied, and unpredictable in scope and volume.
- Communicate effectively verbally and in written form.

### **Skill in:**

- Strong interpersonal.
- Good organization.

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

### **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.